

KAFP BOARD OF DIRECTORS & COMMITTEES NOTEBOOK

September 14, 2023
2023 KAFP Annual Meeting
Bowling Green, KY

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CONSENT AGENDA can be download from the KAFP Website
www.kafp.org under Resources.

- A. KAFP March 23, 2023 Minutes**
- B. KAFP Policy & Procedure Manual**
- C. 2023 KAFP Working Calendar**
- D. 2022-2023 KAFP Board & Committee Members**
- E. KAFP Strategic Plan 2022-2027**
- F. KAFP Treasurer’s Report**
- G. KAFP FND Financial Report**

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I. CALL TO ORDER and INTRODUCTIONS (5 minutes)

- A. Review of Conduct of Board Meeting Protocol
- B. Ground Rules
 - 1. Be present turn off distraction
 - 2. You can agree to disagree but respect the person
 - 3. Be open and honest
 - 4. All ideas are valid
 - 5. Stay at the strategic level and out of the weeds
 - 6. Focus on what is best for KAFP and its members not you personally.

II. REVIEW AND ACCEPTANCE OF CONSENT AGENDA (5 minutes)

- A. June 14, 2023-Minutes
- B. KAFP Policy & Procedures Manual
- C. KAFP By Laws
- D. 2023-2024 KAFP Working Calendar
- E. 2022-2023 KAFP Board & Committee Members
- F. 2022-2027 KAFP Strategic Plan
- G. KAFP Financial Report
- H. KAFP Foundation Financial Report

III. COMMITTEE REPORTS

- A. Academy Operations Committee** – Chaired by Dr. Gay Fulkerson with Gerry Stover, Staff
- B. Advocacy Committee** Chaired by Dr. Patty Swiney with Gerry Stover, Staff
- C. Communication/Membership Committee** – Chaired by Dr. Steve Wrightson with Janice Hechesky, Staff
- D. Education and Practice Enhancement Committee** – Chaired by Dr. Monica Sullivan with Janice Hechesky, Staff
- E. JEDI Committee** – Chaired by Dr. Syed Naseeruddin with Gerry Stover & Janice Hechesky, Staff
- F. KAFP Foundation Committee** Chaired by Dr. Nancy Swikert with Gerry Stover, Sherry Spragens and Janice Hechesky, Staff

IV. OLD BUSINESS

V. NEW BUSINESS

VI. ADJOURN KAFP MEETING

VII. KAFP FOUNDATION MEETING

VIII. ADJOURN KAFP FOUNDATION MEETING

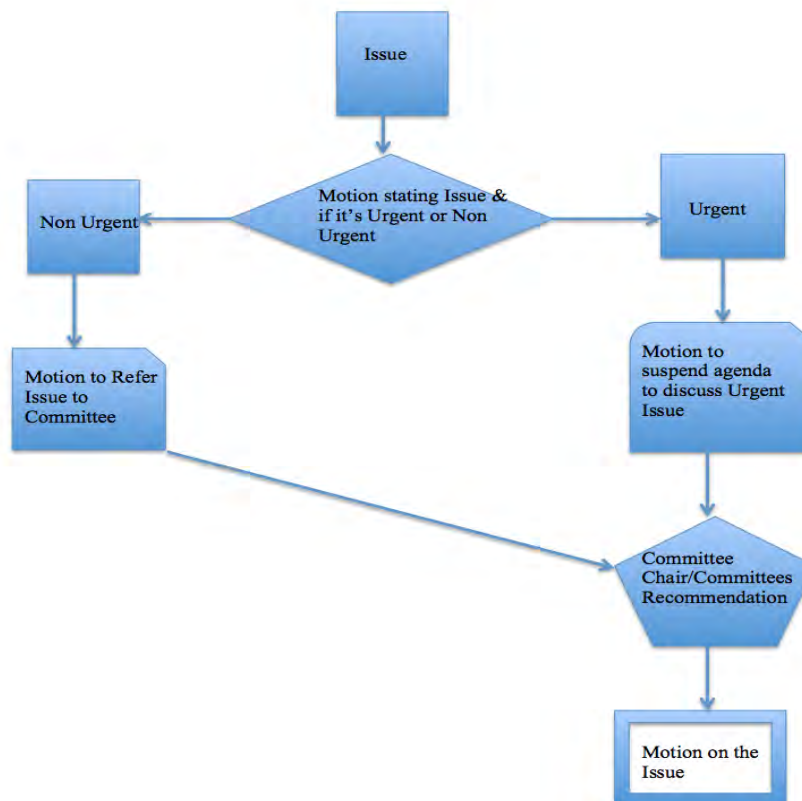
Conduct of Board Meeting Protocol

The following Conduct of Board Meeting Protocol is a learning document to assist KAFP leadership in fulfilling its vision of increasing participation of members through committee doing the tactical work in order to allow the KAFP Board to focus attention on strategic issues. **This protocol is designed to serve as a reminder of the procedure within AIP Standard Code (formerly known as Sturgis)** that is our procedural guide in facilitating discussion and debate at KAFP Board meeting.

The principle behind following AIP Standard Code is to give all members the opportunity for their voice to be heard. The authority to use AIP rules can be found in KAFP Bylaws under Chapter XIII Section 4. Rules of Order states, “AIP Standard Code, except when the same are in conflict with the Bylaws of the Academy, shall control all parliamentary procedure of the meetings of the All-Member Business Meeting, Board of Directors, and all committees.”

The Chair of the Board will call the meeting to order and, after a roll call to confirm a quorum is present, the Chair will proceed to read the following, “In your policy manual and below is an algorithm explaining the concept that we desire to follow on issues brought to the board. In reviewing the algorithm you will note that new issues that are not urgent will be sent to committee to be researched, discussed and debated at the Committee level. Once the committee has done the tactical work on the issue the Chair of the Committee will bring the issue back to the board in the form of a committee recommendation.

The Chair of the Board will manage the meeting. For efficient use of our time together, the Chair propose that we limit debate on all issues being brought to the board to **X** minutes per member for the first round until each member has an opportunity to speak. The Chair proposes that on the second round we limit debate to **X** minutes. After the second round, the Chair will call for a vote to end debate, which will require a 2/3rd majority. If the motion fails then we will continue with another round of debate. Once debate ends the Chair will request of the board for a motion on the issue. Once the motion is made and properly seconded then I will call for a vote. **(On reverse side is a summary of AIP Standard Code Parliamentary Procedure.)**



AIP's Standard Code of Parliamentary Procedure Summary:

Basic Rules of Precedence:

1. When a motion is being considered, any motion of higher precedence may be proposed, but no motion of lower precedence may be proposed.
2. Motions are considered and voted on in reverse order to their proposal. The motion last proposed is considered and disposed of first.

Common Motions in Order of Precedence:

LANGUAGE		INTERRUPT SPEAKER?	SECOND NEEDED?	MOTION DEBATABLE?	VOTE NEEDED?
Privileged Motions: Motions of urgency entitled to immediate consideration.					
1) *Adjourn the meeting	I move that we adjourn.	NO	YES	YES**	MAJORITY
2) *Recess the meeting	I move that we recess until...	NO	YES	YES**	MAJORITY
3) Questions of Privilege (Noise, temperature, etc.)	I raise the question of privilege....	YES	NO	NO	Decided by presiding officer
Subsidiary Motions: Motions which alter the main motion, or delay or hasten its consideration.					
4) Postpone temporarily	I move we table the motion.	NO	YES	NO	MAJORITY
5) Close debate	I move to close debate and vote immediately.	NO	YES	NO	TWO THIRDS
6) *Limit or extend debate	I move that the debate on this question be limited to...	NO	YES	YES**	TWO THIRDS
7) *Postpone to a certain time	I move we postpone this matter until...	NO	YES	YES**	MAJORITY
8) *Refer to committee	I move we refer this matter to committee.	NO	YES	YES**	MAJORITY
9) *Amend	I move that we amend this motion by....	NO	YES	YES	MAJORITY
Main Motions: Motions bringing substantive proposals before the assembly for consideration and action.					
10) *Main motions and restorative main motions	I move that...	NO	YES	YES	MAJORITY

The following motions can be offered whenever they are needed and have no order of precedence. They should be handled as soon as they arise.

LANGUAGE		INTERRUPT SPEAKER?	SECOND NEEDED?	MOTION DEBATABLE?	VOTE NEEDED?
Incidental Motions: Motions that arise incidentally out of the business at hand. They relate to matters incidental to the conduct of the meeting.					
1) Appeal a decision of the chair	I appeal the chair's decision.	YES	YES	YES	MAJORITY
2) Suspend the rules	I move to suspend the rules and....	NO	YES	NO	TWO THIRDS
3) Point of order	I rise to a point of order.	YES	NO	NO	Decided by presiding officer
4) Raise a question relating to procedure.	I rise to a parliamentary inquiry.	YES	NO	NO	Decided by presiding officer
5) Withdrawal of a motion	I move to withdraw my motion.	YES	NO	NO	MAJORITY
6) Separate a multi-part question for voting purposes	I move division on the question.	NO	NO	NO	MAJORITY

*Can be amended.

**Debatable if no other motion is pending.

Note: General consent is a way of saving time by avoiding votes on routine or non controversial matters. After a motion has been moved and seconded the presiding officer may ask if there are any objections. If anyone objects, a vote must be taken on the action. If there are no objections, the matter has been decided by general consent. The presiding officer may also propose actions by general consent without any motion. If anyone immediately objects, the question must be stated and voted on in the usual way.

2022-2023 KAFP BOARD OF DIRECTORS AND COMMITTEES

KAFP EXECUTIVE COMMITTEE



Chair
Syed Naseeruddin, MD, FAAFP
678-231-2199
drsved@bellsouth.net



Vice President
Luz Fernandez, MD
502-852-5499
luz.fernandez@louisville.edu



President
Monica Sullivan, MD, FAAFP
513-314-7785
Mmk_sullivan@yahoo.com



Secretary
Diana Heiman, MD, FAAFP
859-562-0834
diana.heiman@uky.edu



President-Elect
Jonathan Becker, MD
502-852-3320
jon.becker@louisville.edu



Treasurer
Gay Fulkerson, MD, FAAFP
270-748-9300
gayfulkersonmd@windstream.net

KAFP DELEGATES/ALTERNATES TO AAFP-2 yr. terms with a max of 3 terms



Delegate (2025 term ends)
Patty Swiney MD, FAAFP
270-247-7795
pswine@aol.com



Delegate (2024 term ends)
Rick Miles, MD, FAAFP
270-866-2440
rsmfp80@duo-county.com



Alternate (2025 term ends)
Mark Boyd, MD, FAAFP
859-707-1428
mark.boyd@stelizabeth.com



Alternate (2024 term ends)
Diana Heiman, MD, FAAFP
859-562-0834
diana.heiman@uky.edu

KAFP ALL MEMBER OFFICERS



Speaker
Chuck Thornbury, MD, FAAFP
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wctmd@glasgow-ky.com



Vice Speaker
Amina Shalash, MD
859-744-1445
aminashalashmd@hotmail.com

KAFP RESIDENT/STUDENT DELEGATES

Resident Delegates:

Kristina Wright, MD-Glasgow
Kristin.wright-gue@louisville.edu
Diane Tacosky, MD, PhD-LC
dmt189@gmail.com

Student Delegates:

Alex Moore, OMSIII - UPike
alexandermooore@upike.edu
Lisa Anakwenze, MS4 - UofL
lisa.anakwenze@louisville.edu

REGIONAL DIR.-4 yr. terms max of 2 terms



Region I (2029 term ends)
Lynetta Stiltner, DO
859-317-3552
kytrublue@yahoo.com



Region II (2028 term ends)
Ashley Iles, MD
502-588-2500
ashley.iles@louisville.edu



Region III (2028 term ends)
James Rossi, MD
859-323-6711
jrossi@fpalex.com

**TO BE
FILLED Region IV**

MEMBER-AT-LARGE DIR.-3 yr. terms max of 1 term Except for KAFP FND President – Life Term



Nancy Swikert, MD, FAAFP
KAFP Foundation President
859-384-2660
ddwarrow@aol.com



Melissa Zook, MD, FAAFP (2025 term ends)
606-878-3240
mzook@londonwomenscare.com



Tonya Shea, MD (2025 term ends)
tonyashea@gmail.com



Asha Sharma, MD, FAAFP (term ends 2025)
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ashasharma1025@gmail.com



Stay connected to the KAFP no matter where you are!



KAFPNow



KentuckyAFP



www.kafp.org

KAFP COMMITTEE CHAIRS AND COMMITTEES

ACADEMY OPERATIONS COMMITTEE

Patty Swiney, MD, FAAFP

Email: PSwine@aol.com

Gay Fulkerson, MD, FAAFP-Finance Chair

Email: gayfulkersonmd@windstream.net

Syed Naseeruddin MD, FAAFP-Leadership/Awards Chair

Email: drsyed@bellsouth.net

Leadership-Last 3 Immediate Past Presidents

Syed Naseeruddin MD, FAAFP

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Asha Sharma, MD, FAAFP

Email: ashasharma1025@gmail.com

Adnan Ahmed, MD, FAAFP

Email: adnana79@hotmail.com

COMMUNICATIONS/ MEMBERSHIP COMMITTEES

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Adnan Ahmed, MD, FAAFP – Membership Chair

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ADVOCACY COMMITTEE

Nancy Swikert, MD, FAAFP – Co-Chair

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Patty Swiney, MD, FAAFP – Co-Chair

Email: PSwine@aol.com

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2023 ACADEMY OPERATIONS COMMITTEE

Committee Member that prepared report: Gay Fulkerson, MD and Syed Naseeruddin, MD, FAAFP Date, September 1, 2023

1. Response to the KAFP BOD Request:

- EVP Contract and Continuity Plan

2. Committees Action Items to the KAFP BOD:

- Slate of Officers – attached
- Fleet Award – David Rossi, MD (Lexington)
- Citizen Doc of the Year – Van S. Breeding, MD (Whitesburg)
- Teaching Award – Stephen Wheeler, MD (University of Louisville SOM)
- Distinguished Service Award – William ‘Chuck’ Thornbury, MD (Glasgow)
- Revised Bylaws
- Revised Policy & Procedure Manual

- Current Plans:

- Review financial of the meeting

4. Future Plans/Goals:

- Research and identify benefits/advantages of being a KAFP member – what can KAFP offer to entice potential members?

**Kentucky Academy of Family Physicians Treasurer
Report**

as of September 1, 2023

Balance Sheet: The balance sheet ending Aug 30, 2023 reflects \$238,598.21 in Cash and the Baird (formerly Hillard and Lyons) Financial report shows current balance of \$369,223.26 as of July 1, 2023.

Liquid Reserve Level: The cash and Investment Income listed above totals \$607,821/47 against budget expenses of \$367,639. This gives a ratio of greater than 12 months of reserve to budget (Goal is 12 months).

Comment: Investments are up by \$16,735.42 from previous report that showed investment down by \$72,948.75.

Respectfully submitted:

//e-signed//
Gay Fulkerson, MD
Treasurer

3:47 PM
08/30/23
Accrual Basis

Kentucky Academy of Family Physicians
Balance Sheet
As of August 30, 2023

	<u>Aug 30, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
00104.000 -- Regular Checking	235,662.39
00106.000 -- Campaign/Special	<u>2,935.82</u>
Total Checking/Savings	238,598.21
Accounts Receivable	
00147.000 -- A/R Directory	158.59
00149.000 -- A/R Grants	-158.59
00151.000 -- A/R Msc.	<u>1,809.47</u>
Total Accounts Receivable	1,809.47
Other Current Assets	
00116.000 -- Investments	275,093.46
00160.000--Accrued Dues	<u>70,135.30</u>
Total Other Current Assets	<u>345,228.76</u>
Total Current Assets	<u>585,636.44</u>
TOTAL ASSETS	<u>585,636.44</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Accrued Expenses	<u>5,319.56</u>
Total Other Current Liabilities	<u>5,319.56</u>
Total Current Liabilities	<u>5,319.56</u>
Total Liabilities	5,319.56
Equity	
Opening Bal Equity	262,821.90
Retained Earnings	403,149.07
Net Income	<u>-85,654.09</u>
Total Equity	<u>580,316.88</u>
TOTAL LIABILITIES & EQUITY	<u>585,636.44</u>



Statement Period: **JULY 1 - JULY 31, 2023**
 Account Number: **6230-4817**
 Account Solution: **Advisory - Private Investment Mgmt.**
 For more information, go to www.bairdwealth.com/retailinvestor

**KY ACADEMY OF FAMILY
 PHYSICIANS
 PO BOX 1444
 ASHLAND KY 41105-1444**

YOUR BAIRD FINANCIAL ADVISOR

The Ditto Group **Office Servicing Your Account**
 Telephone: (859) 255-9681 100 West Main St, Suite 500
 Lexington KY 40507

A Message from Baird

Despite many setbacks, the market performance from the first six months of 2023 proved to be far surlier than most analysts expected. What does that signal for the remainder of the year? Find out in our Mid-Year Market Outlook video with Strategas, a Baird Company: www.bairdwealth.com/midyeartoutlook.

Portfolio Bulletin Board

Contact your Baird Financial Advisor if you are interested in investment alternatives.

Account Protection

Assets in your Baird account are protected by SIPC, subject to applicable limits. Baird provides additional coverage in excess of SIPC limits through an insurance policy with Lloyd's of London. Your balances in the bank deposit account are insured by the FDIC subject to applicable limits. For more information on FDIC insurance, please see rwbaird.com/cashtsweeps.

PREMIER CLIENT STATEMENT

ACCOUNT SUMMARY

	This Period July 1, 2023	Year-to-Date January 1, 2023
Beginning Balance	\$360,853.11	\$341,599.05
Cash Deposits		
Cash Withdrawals		
Income and Distributions	452.24	4,932.49
Other Transactions	-1,184.11	-3,366.86
Change in Value*	9,082.02	26,058.58
Total Assets:	\$369,223.26	\$369,223.26

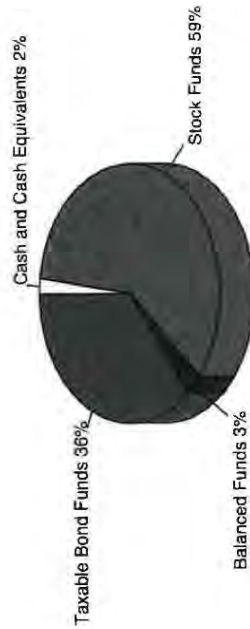
* Change in Value may include assets received in and/or delivered out.

INVESTMENT OBJECTIVE

Growth with Income

If you have any questions concerning your investment objective, or wish to make a change, please contact your Baird Financial Advisor.

ASSET ALLOCATION



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**KENTUCKY ACADEMY OF FAMILY PHYSICIANS
AND AFFILIATE**

COMBINED FINANCIAL STATEMENTS

**FOR THE YEARS ENDED
DECEMBER 31, 2022 AND 2021**

**WITH INDEPENDENT ACCOUNTANT'S
REVIEW REPORT**



INDEPENDENT ACCOUNTANT'S REVIEW REPORT

To the Board of Directors
Kentucky Chapter American
Academy of Family Physicians
Ashland, Kentucky

We have reviewed the accompanying combined financial statements of the Kentucky Chapter American Academy of Family Physicians (a not-for-profit organization), which comprise the combined statements of financial position as of December 31, 2022 and 2021, and the related combined statements of activities and cash flows for the years then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of company management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with the accrual basis of accounting; this includes determining that the accrual basis of accounting is an acceptable basis for the preparation of financial statements in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement whether due to fraud or error.

Accountant's Responsibility

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with the modified cash basis of accounting. We believe that the results of our procedures provide a reasonable basis for our conclusion.

Accountant's Conclusion

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

Walls & Associates, PLLC

Walls & Associates, PLLC
Milton, West Virginia
July 1, 2023

**KENTUCKY ACADEMY OF FAMILY PHYSICIANS
AND AFFILIATE
COMBINED STATEMENTS OF FINANCIAL POSITION
DECEMBER 31, 2022 AND 2021**

	<u>Assets</u>	
	<u>2022</u>	<u>2021</u>
Current Assets		
Cash and cash equivalents	\$ 363,436	\$ 342,718
Investments	409,122	481,741
Accounts Receivable	898	0
	-----	-----
Total current assets	773,456	824,459
	-----	-----
Total Assets	\$ 773,456	\$ 824,459
	=====	=====

	<u>Liabilities</u>	
	<u>2022</u>	<u>2021</u>
Accounts payable	\$ 0	\$ 0
	-----	-----
Total Liabilities	0	0
	-----	-----

	<u>Net Assets</u>	
Without donor restriction	773,456	824,459
	-----	-----
Total Liabilities and Net Assets	\$ 773,456	\$ 824,459
	=====	=====

See accompanying notes and independent accountant's review report.

**KENTUCKY ACADEMY OF FAMILY PHYSICIANS
AND AFFILIATE
COMBINED STATEMENTS OF ACTIVITIES
FOR THE YEARS ENDED DECEMBER 31, 2022 AND 2021**

	<u>2022</u>	<u>2021</u>
CHANGES IN UNRESTRICTED NET ASSETS		
Earned Revenue		
Membership dues and assessments	\$ 357,471	\$ 254,637
Meetings and conferences	4,551	12,235
Grants and donations	5,941	40,721
Investment Income	15,386	18,038
Miscellaneous income	3,531	4,308
	-----	-----
TOTAL EARNED REVENUE	386,880	329,939
	-----	-----
Expenses		
Contract Services	139,945	148,620
Bonus Performance	0	9,500
Professional fees	1,050	6,000
Lobbying	30,750	33,000
Telephone	9,419	7,004
Rent and Utilities	10,304	11,334
Insurance and taxes	2,058	1,961
Printing, postage, and office	10,389	10,337
Meeting expenses	14,604	6,110
Assembly and conferences	55,126	45,237
Travel	63,425	8,364
Grant expense	0	41,970
Miscellaneous	10,058	7,959
	-----	-----
TOTAL EXPENSES	347,128	337,396
	-----	-----
CHANGES IN NET ASSETS	39,752	(7,457)
Net assets, beginning of year	778,839	786,296
	-----	-----
Net assets, end of year	<u>\$ 818,591</u>	<u>\$ 778,839</u>

See accompanying notes and independent accountant's review report.

**KENTUCKY ACADEMY OF FAMILY PHYSICIANS
AND AFFILIATE
COMBINED STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED DECEMBER 31, 2022 AND 2021**

	<u>2022</u>	<u>2021</u>
Cash Flows from Operating Activities:		
Change in net assets	\$ 39,752	\$ (7,457)
Adjustments to reconcile increase in net assets to net cash provide by operating activities:		
Unrealized (gain) loss on investments	(22,794)	(24,805)
(Increase) decrease in accounts and pledges receivable	898	(1,820)
	-----	-----
Net Cash Provided (Used) by Operating Activities	17,856	(34,082)
	-----	-----
Cash Flows from Investing Activities:		
Proceeds from sale of investments	132,969	52,232
Purchase of Investments	(130,107)	(39,172)
	-----	-----
Net cash provided (used) by Investing Activities	2,862	13,060
	-----	-----
Net Increase (Decrease) in Cash	20,718	(21,022)
Cash at beginning of year	342,718	363,740
	-----	-----
Cash at end of year	\$ 363,436	\$ 342,718
	=====	=====

See accompanying notes and independent accountant's review report.

**KENTUCKY ACADEMY OF FAMILY PHYSICIANS
AND AFFILIATE
NOTES TO COMBINED FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 2022 AND 2021**

1. Summary of Significant Accounting Policies:

This summary of significant accounting policies of Kentucky Academy of Family Physicians, and Affiliates (the Academy) is presented to assist in understanding the Academy's financial statements. The financial statements and notes are representations of the Academy's management, who is responsible for their integrity and objectivity. These accounting policies conform to accounting principles generally accepted in the United States of America and have been consistently applied in the preparation of the financial statements.

Principles of Combination:

The combined financial statements include the accounts of Kentucky Academy of Family Physicians and its Foundation related by virtue of common management. All intercompany balances have been eliminated in the combined financial statements.

Organization:

The Kentucky Chapter American Academy of Family Physicians was formed in 1947 to support family practice in Kentucky through seminars, publications, and other miscellaneous services. The academy is supported primarily through membership dues and revenues generated from its annual assembly.

The KAFP Foundation was formed in October 1991 to accept donations that provide support for a number of programs that enable students and residents to be more closely associated with the Kentucky Academy of Family Physicians and its national affiliate, the American Academy of Family Physicians.

Income Tax Status:

The Kentucky Academy of Family Physicians and the KAFP Foundation are organized as not-for-profit organizations exempt from federal income tax under provision of 501 (c) (6) and 501 (c) (3) of the United States Internal Revenue Code respectively.

Basis of Accounting:

The accompanying financial statements have been prepared on the accrual basis of accounting. Revenue is recognized when earned and expense when the obligation has been incurred.

**KENTUCKY ACADEMY OF FAMILY PHYSICIANS
AND AFFILIATE
NOTES TO COMBINED FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 2022 AND 2021**

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from such estimates.

Cash and Cash Equivalents

For financial statement purposes, the Academy considers unrestricted cash in operating bank accounts, money market accounts, and certificates of deposit with an original maturity of three months or less as cash.

Net Assets

For financial statement purposes, net assets consist of the following:

Net assets without donor restrictions: Net assets available for use in general operations and not subject to donor (or certain grantor) restrictions.

Net assets with donor restrictions: Net assets subject to donor (or certain grantor) imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Contributions restricted by donors are reported as increases in net assets without donor restrictions if the restrictions expire in the reporting period in which the revenue is recognized. All other donor-restricted contributions are reported as increases in net assets with restrictions, depending on the nature of the restrictions. When restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions.

Noncash Contributions

A substantial number of volunteers make significant contributions of their time in furtherance of the Academy's projects. The value of this contributed time is not reflected in the accompanying financial statements.

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Investments:

Investments are carried at fair value in accordance with Statement of Financial Accounting Standards No. 124, *Accounting for Certain Investments Held by Not-for-Profit Organizations*. This statement requires that investments be reported at fair value with gains and losses included in the statements of activities. The fair value of the investments is based on the quoted market price. Investment return consists of interest income, realized gain (loss), and unrealized gain (loss).

Concentration of Credit Risk:

Financial instruments, which potentially subject the Academy to concentrations of credit risk, consist of cash and investment securities. The investment securities consist of investments in various mutual funds selected and monitored by the Board of Directors. Though the market value of investments is subject to fluctuations on a year-to-year basis, the Board of Directors believes that the investment policy is prudent for the long-term growth of the Academy.

Basis of Revenue Recognition:

The basis of revenue recognition for each of the revenue producing functions is as follows:

Membership Dues

Membership dues are recognized as income annually during the applicable membership period.

Conventions and Seminars

Annual convention and seminar fees are recognized as income in the period that the meeting is held.

Publications:

Revenue received from advertisements sold is reflected as income when the publications are issued.

Deferred Revenue:

Deferred revenue represents amounts collected in advance for next year's dues, directory and exhibits.

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2. Cash and Cash Equivalents:

Cash and cash equivalents consist of short-term, highly liquid investments with maturities of three months or less.

	<u>2022</u>	<u>2021</u>
Checking Accounts	\$ 335,843	\$ 313,272
Special fund savings account (campaign for AAFP Board), with variable interest	2,943	2,943
Cash equivalents -investments	23,752	26,503
Accounts Receivable	898	0
	-----	-----
Total cash and cash equivalents	\$ 363,436	\$ 342,718

The special fund savings account is restricted by the Board of Directors for support of members as candidates for the Board of Directors of the American Academy of Family Physicians. The resident fund is restricted by the Board of Directors for the expenses of residents participating in activities of the Academy.

3. Accounts and Pledge Receivable:

Accounts and pledges receivable consist of the following at December 31, 2022 and 2021 respectively:

	<u>2022</u>	<u>2021</u>
Accounts Receivable	\$ 898	\$ 0
	-----	-----
	\$ 898	\$ 0

All receivables are expected to be received in less than one year.

4. Investments:

In accordance with accounting principles generally accepted in the United States of America, the Academy uses the following prioritized input levels to measure fair value of financial instruments. The input levels used for valuing investments are not necessarily an indication of risk.

Level 1 - Observable inputs that reflect quoted prices for identical assets or liabilities in active markets, such as stock quotes;

Level 2 - Includes inputs other than level 1 inputs that are directly or indirectly observable in the marketplace, such as yield curves or other market data;

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4. Investments (cont.):

Level 3 – Unobservable inputs which reflect the reporting entity’s assessment of the assumptions that market participants would use in pricing the asset or liability including assumptions about risk, such as bid/ask spreads and liquidity discounts.

Investments using Level 1 – inputs consist of investments in stock of companies nationally and across various industries and are valued based on quoted market prices at the reporting date for those or similar investments in active markets. Additionally, investments in mutual funds and exchange traded funds listed on national market or exchange are valued at the last sales price or, if there is no sale and the market is still considered active, at the last transaction price before year-end.

Investments using Level 2 – inputs consist of accelerated return notes and are valued using an outside data and pricing company (“the Company”). In determining the fair value of the investments, the Company uses a market approach based on the credit risk of the issuer, maturity, current yield, and other terms and conditions of each security. Management believes the Company’s estimate to be a reasonable approximation of the fair value of the investments.

Investments are carried at fair value. Investments consist of the following at December 31, 2022 and 2021 respectively:

FAIR MEASUREMENTS AT REPORTING DATE USING:

	<u>Fair Value</u>	Unadjusted Quoted Market Prices (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)
DECEMBER 31, 2022				
Mutual funds and ETFs	\$ 409,122	\$ 409,122	\$ -	\$ -
TOTAL	<u>\$ 409,122</u>	<u>\$ 409,122</u>	<u>\$ -</u>	<u>\$ -</u>
DECEMBER 31, 2021				
Mutual funds and ETFs	\$ 481,741	\$ 481,741	\$ -	\$ -
TOTAL	<u>\$ 481,741</u>	<u>\$ 481,741</u>	<u>\$ -</u>	<u>\$ -</u>

	2022		2021	
	<u>Cost</u>	<u>Fair Value</u>	<u>Cost</u>	<u>Fair Value</u>
Mutual Funds & ETFs	\$422,388	\$409,122	\$409,732	\$481,741

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4. Investments (cont.):

	<u>2022</u>	<u>2021</u>
Investment Income	\$ 15,386	\$ 18,038
Recognized gains (losses) -net	2,861	13,061
Unrealized gain (losses) - net	(78,644)	50,589
	<u>-----</u>	<u>-----</u>
	<u>\$ 60,397</u>	<u>\$ 81,688</u>

5. Net Assets:

The net assets are without donor restriction however, the Academy has established the following designation:

	<u>2022</u>	<u>2021</u>
Board designated for AAFP campaign	\$ 2,943	\$ 2,943
Net assets, not designated	770,513	821,516
	<u>-----</u>	<u>-----</u>
	<u>\$ 773,456</u>	<u>\$ 824,459</u>

6. Leases:

The academy has an ongoing operating lease for office space that can be cancelled with a six-month advance notice. The lease provides for a base rental rate plus all electrical service for the leased premises.

Rental expense including utilities for the years ending December 31, 2022 and 2021 was \$10,304 and \$11,334, respectively.

7. Related Party Transactions:

Officers of the Academy are reimbursed for travel and meeting attendance. They are also reimbursed for airfare.

The academy contracts with its executive vice president to provide management services to the Academy that cover all personnel cost needed to conduct the Academy's day-to-day operations. The Academy paid its executive vice president and his related company the following at December 31, 2022 and 2021:

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7. Related Party Transactions (cont.):

	<u>2022</u>	<u>2021</u>
Management fees	\$ 139,945	\$ 148,620
Rent and utilities	10,304	11,334
	-----	-----
	<u>\$ 150,249</u>	<u>\$ 159,954</u>

9. Subsequent Events:

Management has evaluated subsequent events through July 1, 2023, which was the date the financial statements were available to be issued.

2023-2024 SLATE OF OFFICERS & BOARD OF DIRECTORS

KAFP Officers

Chair/ Immediate Past-Pres	Monica Sullivan, MD, FAAFP
President	Jonathon Becker, MD
President-Elect	Luz Fernandez, MD
Vice President	Diana Heiman, MD FAAFP
Treasurer	Gay Fulkerson, MD
Secretary	Lynetta Stiltner, DO

AAFP Delegates & Alternates (3 year terms maximum of 2 terms)

Delegate	Patty Swiney, MD, FAAFP	<i>2025 – 1st Term Ends</i>
Delegate	Mark Boyd, MD, FAAFP	<i>2026 – 1st Term Ends</i>
Alternate	Diana Heiman, MD FAAFP	<i>2025 – 1st Term Ends</i>
Alternate	Syed Naseeruddin, MD FAAFP	<i>2026 – 1st Term Ends</i>

KAFP Congress of Delegates

Speaker	Rick Miles, MD, FAAFP
Vice Speaker	Amina Shalash, MD

KAFP Resident/Student Member

- Resident – Rukmini Yakkanti, DO – Lake Cumberland**
- Resident – Alicia Powers, MD – Glasgow**
- Medical Student – John Cornelius – UK**
- Medical Student – Amelia Mimms – U of L**

Regional Directors (4 year terms maximum of 2 terms)

Region I	Jince Brooks, MD	<i>2026 - 1st Term Ends</i>
Region II	Ashley Iles, MD	<i>2024 – 1st Term Ends</i>
Region III	James Rossi, MD	<i>2024 – 1st Term Ends</i>
Region IV	Chris Stumbo, MD	<i>2026 - 1st Term Ends</i>

Member-at-Large (Single 3 year term)

Nancy Swikert, MD, FAAFP	<i>*Lifetime Appointment (Foundation Chair)</i>
Melissa Zook, MD, FAAFP	<i>2025 Term ends</i>
Asha Sharma, MD FAAFP	<i>2025 Term ends</i>
Erik Fisher, MD	<i>2025 Term ends</i>

BYLAWS KENTUCKY ACADEMY OF FAMILY PHYSICIANS

As Amended by the All-Member Business Meeting
Revised (9-27-2018)

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CHAPTER I

Name

This association shall be known as the Kentucky Academy of Family Physicians (KAFP). This organization is a constituent chapter of the American Academy of Family Physicians, a corporation existing under the laws of Kentucky, and is possessed only of those rights and powers conferred by said corporation of this organization. No rules, regulations, or policies adopted by this organization shall be in conflict with the rules, regulations, or policies of the American Academy of Family Physicians or the Charter issued by said Academy to this organization. (The autonomy of constituent chapters is limited by the Bylaws of the American Academy of Family Physicians. Membership in constitutional chapter shall be a prerequisite to membership in the American Academy of Family Physicians.) Component chapters as defined in Chapter V of KAFP bylaws shall have the right to intervene either pro or con on any member and it shall be mandatory for the Kentucky Academy of Family Physicians Board of Directors to act upon such recommendations. Throughout these bylaws the term chapter, Academy or the abbreviation KAFP is referring to the Kentucky Academy of Family Physicians. The American Academy of Family Physician name will be either represented by its proper name or by AAFP. (Nov 2015)

CHAPTER II

Mission Statement, Purposes and Powers Section

Section 1: The mission of the Kentucky Academy of Family Physicians is "Improving the health of Kentuckians, promoting the value of family medicine, and serving the needs of our members in a professional medical community." (Nov 2015)

Section 2. To accomplish the foregoing aims, ideals, and objectives, the KAFP may grant charters to a component chapter of the Kentucky Academy of Family Physicians in such a manner provided by Bylaws provide; as provided by the KAFP bylaws in Chapter V; and shall have power to acquire, own and convey real and personal property; to carry on research; to grant academic degrees in recognition of achievement in the science and practice of medicine and surgery; to issue publications; to establish, conduct, and maintain schools, courses, museums, libraries, and other institutions for graduate study in medicine and surgery and to use any and all means for the attainment of its objectives which, from time to time, may seem to it desirable. (Nov 2015)

Section 3. This organization shall have no capital stock. It is not conducted for pecuniary profit and does not contemplate pecuniary gain or profit to the members thereof.

CHAPTER III

Levels of Membership and Election Section

The qualifications and conditions of membership and the classes of membership shall be the same as those now or hereafter provided in the Bylaws of the American Academy of Family Physicians. The method of election shall be as provided in the Bylaws. To hold membership in the Academy, the

individual must be of high moral and professional character. Additional membership qualifications required of each ~~class of members~~ as well as their rights and obligation and the method of their election shall be hereinafter set forth. Any active member in good standing shall be eligible to vote and hold office. Acceptance of membership in this organization shall constitute an agreement by each member to uphold the bylaws of this organization and those of the American Academy of Family Physicians in a manner provided in the Bylaws of said corporation. A member accepting membership shall conform to the rules and regulations promulgated by the Board of Directors and constituent bylaws of KAFP and AAFP. All rights, titles, and interests, both legal and equitable of a member in and to the property of this organization shall cease and terminate in the event of either of the following: (a) the expulsion of such member (b) the striking of their name from the rolls of members (c) their death or resignation. The members of this organization shall be classified as set forth by the American Academy of Family Physicians. The qualifications required of the respective ~~classes member~~, their rights and obligations, along with the method of election, shall also be set forth by the AAFP.
(Nov 2015)

CHAPTER IV Ethics and Change of Status

The Kentucky Academy of Family Physicians is a state chapter of the American Academy of Family Physicians. To be a member in the KAFP one must hold membership in the AAFP; therefore, the ethic guidelines shall be the same as those now or hereafter provided in the Bylaws of the American Academy of Family Physicians. (Nov 2014)

CHAPTER V Component Chapters

Section 1. **Definition.** Upon the petition of any five (5) or more active members of the Academy, component chapters may be formed under the provisions of the Board of Directors and shall be provided with a charter by the Board. Such chapters may adopt bylaws not inconsistent with these bylaws. A component chapter shall generally consist of members located in a defined geographic area or one which is otherwise specifically constituted in these bylaws. In addition, provision may be made for a student chapter and a resident chapter. (Nov 2014)

CHAPTER VI Dues, Assessments and Admission Fees

Section 1. **Payment.** The dues for active members shall be due and payable to the American Academy of Family Physicians at the time the dues statement is received by the member. (Nov 2014)

Section 2. **Rates.** AAFP dues for all member ~~classifications~~ levels shall be set annually by the AAFP Board of Directors and the KAFP dues shall be set annually by the KAFP Board of Directors and any dues

increase for the KAFP shall be approved at the KAFP All-Member Business Meeting at the annual meeting for the following fiscal year. (Nov 2015)

CHAPTER VII Annual Meeting

Section 1. There shall be an Annual Meeting of the Academy which shall include an All-Member Business Meeting, together with such meetings of the Board of Directors, Executive Committee, and other committees as may be found necessary by the Board of Directors. The time and place of the Annual Meeting shall be designated by the Board of Directors and announced at least sixty (60) days before the date so fixed.

Section 2. Any active member may present to the secretary 15 days prior to annual meeting in writing any resolution(s) pertinent to the objectives of the Academy in relation to any report by any officer or committee of the Academy at the All-Member Business Meeting at the Annual Meeting. Resolutions so offered shall be acted upon at said All-Member Business Meeting. Late resolutions may be accepted by a majority vote of all members present at the All-Member Business Meeting. (Nov 2015)

Section 3. KAFP Board of Directors will post to their website 90 days prior to the AAFP Congress of Delegates a call for resolution from any KAFP member that has a national focus that should be taken up by the AAFP Congress of Delegates in the year that the resolution is submitted. Said resolution once received will be posted to the KAFP website for KAFP member's input. KAFP Board of Directors will determine if the resolution has a national focus and if so, will submit it to AAFP's Secretary of the Congress prior to the AAFP Congress of Delegates. Regardless of decision to submit said resolution, it will be addressed at the next KAFP All-Member Business meeting. (Nov 2017)

CHAPTER VIII Board of Directors and Executive Committee

Section 1. ~~Subject to the actions at the All Member Business Meeting during the interim of the annual All Member Business Meeting.~~ During the interim between the annual All Member Business Meetings the control and administration of the Academy shall be vested in a Board of Directors, composed of the officers of the Chapter, (the Alternate Delegates to the AAFP shall have a vote only in the absence of their respective Delegate to the AAFP), a Regional Director from each of the four (4) regions of the Commonwealth, four (4) At Large Directors, a student member and an alternate, and a resident member and an alternate, all of whom shall have full voting privileges ~~(Alternate may only vote in the absence of the Delegate)~~ except as outlined for alternates who will only have voting privileges in the absence of their corresponding member Delegate. Residency Program Directors or Chairs of the Departments of Family Practice (or howsoever such a department is designated in the respective schools), and all committee chairs, also will be members without voting privileges unless theretofore named. ~~The aforementioned regions of the Kentucky Academy of Family Physicians shall be identified as follows: Region I: Districts 1,2,3,6; Region II: District 5; Region III: Districts 4, 7, 8, 9, 10; and Region IV: Districts 11, 12, 13, 14. Such districts of the Academy shall correspond to the Trustee Districts of the Kentucky Medical Association. (2012)~~ No member shall hold more than one KAFP office that would entitle them to voting membership on the Board of Directors. The Regional Director, At-Large-Director, and the student and resident members of the Board shall be elected at the All-Member Business Meeting

by those members of the Academy present at the time of the meeting. The candidates shall be selected by the Nominating and Awards Sub-committee of the ~~Leadership and Awards~~ Committee. (Nov 2015)

Section 2. There will be an Executive Committee of six (6) members composed of the president, vice president, treasurer, secretary, president elect and immediate past president. The quorum of the Executive Committee shall be at least four. A meeting of the Executive Committee may be called by the president or a majority of the members of the Executive Committee. ~~The president shall preside at meetings of the Executive Committee if present.~~ The Board Chair shall preside at meetings of the Executive Committee; if not present, the Vice-President shall preside. If the Vice President is not present, the Secretary will preside. (2012) The Executive Committee may transact business by telephone, which shall later be confirmed in writing. The Executive Committee shall have full authority to act for and on behalf of the Board of Directors whenever the business of the Academy demands prompt action in the interim between meetings of the Board or when it is impractical or impossible to convene the entire membership of the Board of Directors. Action of this committee shall be ratified by the Board of Directors at the first meeting following. (Nov 2015)

Section 3. The Board of Directors shall hold four regular meetings each year at such times and places as the Board may designate. Special meetings of the Board of Directors shall be called at least fourteen (14) days in advance by the president, the Executive Committee, or by one-fourth (1/4) of the members of the Board of Directors. All Board meetings shall be open to all members of the Academy who wish to attend. The official announcement of the meeting of the Board shall be printed in the KAFP Journal. Six (6) members of the Board shall constitute a quorum. (2003)

Section 4. The members of the Board of Directors of the Academy shall not receive any compensation for their services as such. Any officer or director, upon the decision of the Board of Directors, may receive reimbursement for expenses incurred in the line of Academy business.

CHAPTER IX Election of Officers

Section 1. The officers of the Academy shall be president, president-elect, vice-president, treasurer, secretary, immediate past president, speaker and vice speaker of the All-Member Business Meeting, delegates and alternate delegates to the AAFP, Regional Director, At Large Director, and resident and students' members. The powers, duties, terms of office and the method of election of the officers shall be set forth in the Bylaws of the KAFP and AAFP. (Nov 2015)

CHAPTER X Bylaws and Amendments

Section 1. These Bylaws may be adopted or amended by an affirmative vote of at least two-thirds (2/3) of the Academy members at the All-Member Business Meeting. Notice of the proposed changes must be filed with the KAFP Secretary by five (5) or more members of the Academy or any standing committee. The secretary shall present a copy of the proposed changes to ~~the all~~ Academy members ~~at the All Member Business Meeting~~ by mail or official publication at least fifteen (15) days before the All Member Business Meeting at which such proposed action is to be taken. ~~These Bylaws shall take effect after the next All Member Business Meeting.~~ These Bylaws shall take effect at the conclusion of the All Member Business Meeting at which they were voted upon. (Nov 2015)

Section 2. ~~For purposes of organization and representation, the state shall be divided into four geographical areas called regions. Region I shall include District 1, 2, 3, and 6; Region II shall~~

include District 5 only; Region III shall include Districts 4, 7, 8, 9, and 10; Region IV shall include Districts 11, 12, 13, 14 and 15. (Should any region so designated at some future date have less than 100 members or more than 200 members it shall be the duty of the All Member Business Meeting to redefine the boundaries of that region.) Regions shall be so designated to maintain equality in member numbers between each region and shall be reviewed every 5 (five) years. The President, President-Elect, Vice President, Secretary, Treasurer, and Delegates and Alternate Delegates to the American Academy of Family Physicians shall be elected from the membership as a whole and not from any specific region. (Nov 2015)

Section 3. Election of the above officers shall be by-ballot prepared by the secretary, and a majority vote shall constitute election. No member of the Kentucky Academy of Family Physicians shall hold more than one elective office in the organization during any given year. (Nov 2015)

CHAPTER XI Duties and Terms of Officers

Section 1. The President shall be a member of the Board of Directors and of the Executive Committee and the Executive Committee meetings if present. Their term of office shall begin at the conclusion of the annual meeting one (1) year after their election as President-Elect and shall expire at the conclusion of the following annual meeting or when their successor is seated. ~~The President shall nominate members for all vacancies on standing and special committees. (Move to Policy and Procedures)~~ The Board of Directors will elect such members so nominated by a majority vote of the Board of Directors present and voting. ~~In the absence of the Speaker and Vice Speaker, the President shall preside over the All Member Business Meeting until a speaker is chosen by the Academy members present at the All Member Business Meeting. The President shall be, ex officio, a member of all standing and special committees. In the event of the death or resignation of the President during the term of his/her their office or if he/she they shall for any reason be unqualified or unable to serve, the Vice President shall succeed to the office of President for the unexpired portion of the President's term. In the event of the death, resignation or incapacity of the President, Vice-President, and President-Elect, the Board of Directors shall elect a President for the unexpired portion of his/her their term. The President Elect shall succeed to the office of President at the conclusion of the first Annual Meeting following the meeting at which his/her their election occurred. The Vice President shall remain in that office until his/her their term expires. (All of the above statement should be moved to appropriate officer section)~~ (Nov 2017)

Section 2. The Vice President shall be elected annually. He/She They shall be a member of the Board of Directors and shall preside at meetings in the absence of the Board Chair. The term of his/her their office shall begin at the conclusion of the Annual Meeting at which his/her their election occurs and expires at the conclusion of the next Annual Meeting or when his/her their successor is elected. (Nov 2015)

Section 3. The President-Elect shall be a member of the Board of Directors and of the Executive Committee. He/She They shall preside at meetings in the absence of the Vice-President who is serving in the Board Chair's absence. He/She They shall succeed to the office of President at the expiration of the President's term, as provided in Section 1.

Section 4. The Speaker of the All-Member Business Meeting shall be a member of the Board of Directors, and shall preside over meetings of the All-Member Business Meeting. His/her Their term of office shall begin immediately following the session of the All-Member Business Meeting at which they are elected and shall continue until his/her their successor takes office.

The Vice Speaker of the All-Member Business Meeting shall be ~~ex-officio, a member of the Board of Directors, with privilege to vote, and shall preside over all meetings of the All-Member Business Meeting in the absence of the Speaker~~ an ex-officio member of the Board of Directors without privilege to vote except in the absence of the Speaker. The Vice Speaker will preside at the All Member Business Meeting in the absence of the Speaker.

~~The presiding officer of the All Member Business Meeting shall be entitled to vote only in case of a tie.~~ (Move to Policy and procedure about All Member Business Meeting) In the event of the death, resignation or removal from office of the Speaker, the Vice Speaker shall succeed to the office of Speaker. If, however, a vacancy occurs in the office of the Speaker when there also is a vacancy in the office of Vice Speaker, the Board of Directors shall elect a Speaker to fill the unexpired portion of the term. In the event of the death, resignation, or removal from office of the Vice Speaker, or if the Vice Speaker succeeds to the office of the Speaker pursuant to this section, ~~The the~~ Board of Directors shall elect a Vice Speaker to fill the unexpired portion of the term. (Nov 2015)

Section 5. The Treasurer shall be a member of the Board of Directors. ~~His/Her~~ Their duties shall include causing to be kept adequate and proper accounts of the properties and funds of the Academy, and to be responsible for supervising the personnel staff of the headquarters office Academy including the Executive Vice President. The Treasurer shall deposit or cause to be deposited all monies and other valuables in the name and to the credit of the Academy with such depositories as may be designated by the Board of Directors. He/She They shall disburse the funds of the Academy as may be ordered by the Board of Directors; shall render to the Board of Directors, whenever it may request it, an account of all of his/her their transactions as Treasurer, and of the financial condition of the Academy; and shall have such other powers, such other duties and duties as may be prescribed by the Board of Directors or these Bylaws. Any of the duties of the Treasurer may, by action of the Board of Directors, be assigned to the Executive Vice President. (Move to appropriate policy and procedure section) The Treasurer will be bonded at the expense of the Academy. (Nov 2015)

Section 6. The Executive Vice President is employed to do the work in the headquarters office of the Academy and to supervise any other employees of the Academy. The Executive Vice President will be directly responsible to the Board of Directors or Executive Committee for all records and work of the office and will be bonded at the expense of the Academy. (Nov 2015)

Section 7. The Secretary shall be a member of the Academy elected by the All-Member Business Meeting for a term of one to three years. The Secretary shall be a member of the Board of Directors with voting privileges ~~shall be bonded at the expense of Academy,~~ and shall be directly responsible to the Board and or the Executive Committee. (Nov 2015)

Section 8. At-Large-Directors shall serve as voting members of the Board and their term of office will be three (3) years to begin at the time at which their election occurs and expires at the conclusion of the third succeeding Annual Meeting, or when their successors are elected. No director at-large elected to a three (3) year term shall be eligible for re-election to the Board unless two (2) years have elapsed since the expiration of the previous term. An exception will be for the President/ Chair of the KAFP Foundation which will be appointed as an At-Large Director while serving in the capacity of President/ Chair of the Foundation without limit to their term. (Nov 2015)

~~Section 8a. Currently elected and seated District Directors will remain until their term expires at which time those positions will be eliminated. These District Directors will retain their membership on the Board of Directors with voting rights. This section will sunrise once the last District Directors term(s) has expired. (Nov 2015)~~

Section 9. The term of the office of the Regional Directors of the Board shall be ~~for~~ four years and shall begin at the conclusion of the All-Member Business Meeting at which their election occurs and expire at the conclusion of the fourth succeeding Annual Meeting, or when their successors are elected. Each Regional Director will have full voting privileges on the Board of Directors. Any Regional Director who absents ~~him/herself~~ ~~themselves~~ from three consecutive ~~state~~ meetings of the Board of Directors, without reasonable excuse acceptable to the Board of Directors, shall be considered as having resigned from the Board. ~~His/her~~ Their vacancy on the Board of Directors shall be filled by a majority vote of the remaining members of the Board until the next meeting of the All-Member Business Meeting. Each Regional Director shall have the privilege of the floor and the right of the vote at each meeting of the Board of Directors. No Regional Director shall be elected for more than two consecutive four-year terms. (Nov 2015)

Section 10. The Chair of the Board and Executive Committee shall be the immediate Past President and shall be a member of the Board of Directors for a period of one year following ~~his/her~~ ~~their~~ term as President, such term to begin at the conclusion of ~~his/her~~ ~~their~~ term of office of ~~as~~ President and ending at the conclusion of the following All-Member Business Meeting. ~~As~~ The Chair of the Board of Directors and Executive Committee shall preside and facilitate the agenda of the meeting. If the Chair is not present, ~~that~~ the duties of facilitation of the agenda will fall to the next officer ~~present~~ in the chain of command, excluding the President. (Nov 2017)

Section 11. The candidates for Delegate to the AAFP and Alternate Delegate to the AAFP will be nominated by the Nominating and Awards Sub-committee of the Leadership Committee. The number of positions to be filled will correlate with the allowable number of positions accorded by the Bylaws of the American Academy of Family Physicians. Each Delegate to the AAFP shall be elected by the All-Member Business Meeting of this Chapter, for a term of two years, and each may be reelected twice for a maximum tenure of service of six years. Each Alternate Delegate to the AAFP shall be elected by the All-Member Business Meeting of this Chapter, for a term of two years, and each may be reelected twice for a maximum tenure of service of six years. (Nov 2015)

Section 12. In the event of the vacancy of any office of the Academy not covered elsewhere in these Bylaws, the Board of Directors by majority vote shall elect ~~his/her~~ the successor of the office to serve until the next All-Member Business Meeting. (Nov 2015)

Section 13. Any member of the Kentucky Chapter who holds an elective office in the American Academy of Family Physicians and who is not an elected state officer shall be ex officio, and a member without a vote on the Board of Directors of the Kentucky Chapter as long as ~~for the~~ ~~term(s)~~ they hold ~~that~~ national office. (Nov 2015)

CHAPTER XII Committees

Section 1. The Board of Directors may appoint such standing or special committees to assist in the work of the KAFP as it deems necessary. (Nov 2017)

CHAPTER XIII Records, Annual Reports, Seal, Rules of Order, Fiscal Year, Adoption of Bylaws

Section 1. Inspection of Records. The minutes of the proceedings of the Board of Directors, the All-Member Business Meeting, the membership book and books of account shall be open to inspection upon the written request of any member at any reasonable time for any purpose related to the member's interest. (Nov 2015)

Section 2. Annual Report. The Directors shall cause to be sent to the members, not later than four months after the close of the fiscal year, a balance sheet as of the closing date of such fiscal year, together with a statement of the income and profits and loss for such fiscal year; and such financial statement will be certified by a public accountant. This report will be published in the KAFP Journal. (Nov 2015)

Section 3. Seal. The AAFP official seal shall be recognized as the official seal of the Kentucky constituent chapter.

Section 4. Rules of Order. AIP Standard Code, except when the same are in conflict with the Bylaws of this Academy, shall control all parliamentary proceedings of the meetings of the All-Member Business Meeting, Board of Directors, and all committees. (Nov 2015)

Section 5. Fiscal Year. The fiscal year of this organization shall begin on the first day of January and end on the last day of December of each year.

Section 6. Taking Effect of These Bylaws. The Bylaws shall become effective ~~after the next All-Member Business Meeting~~ at the conclusion of the All Member Business Meeting at which they were approved. (Nov 2015)

*Updated (Sep 2018)



KENTUCKY ACADEMY OF
FAMILY PHYSICIANS

STRONG MEDICINE FOR KENTUCKY

KAFP POLICY AND PROCEDURES MANUAL

Developed February 23, 2017

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POLICY - “A decision or guideline that affects how future decisions, actions, and procedures are done”

This reference manual reflects current KAFP Policy Statements as articulated by:

- Minutes of the meetings of the Board of Directors
- Transactions of the All Member Business Meeting
- AAFP Policy Statements.

General KAFP Policy

ADVERTISING POLICY

All advertisements/sponsorships submitted to Kentucky Academy of Family Physicians (KAFP) for publication in *The KAFP Journal* or on the KAFP Web site (www.kafp.org) must be of related interest to the KAFP membership.

The following information serves only as a guideline for potential advertisers/sponsors and does not guarantee that an advertisement/sponsorship will be approved. Advertisements/sponsorships deemed controversial in nature or in poor taste will be evaluated by the membership/communication committee to determine if they are appropriate for publishing. The review committee reserves the right to reject or cancel any advertisement/sponsorship at any time and to assess future copy/artwork to ensure that it does not contain any false or misleading statements or that it is in poor taste. New artwork must be received by the KAFP Office no later than the publication's next scheduled artwork deadline. The acceptance of an advertisement/sponsorship does not constitute a guarantee or endorsement of the product or service by KAFP.

Guidelines

- Products and services eligible for advertising and sponsorship opportunities must be relevant to and useful in at least one of the following categories:
 - Practice of Medicine - Meet the standards of generally accepted medical practice or relevant to the clinical practice of medicine.
 - Practice Management - Relevant to the socioeconomic practice of medicine or enabling physicians to run more efficient practices.
 - Quality of Life - Relevant to the lifestyle issues and opportunities presented to family physicians.
- Products that require approval by Food and Drug Administration (FDA) for marketing must receive such approval before being eligible for advertising or sponsorship opportunities. Any advertising or sponsorships for these products must include full disclosure when required. It is the responsibility of the advertiser to conform to regulations of FDA and all legal requirements for the content of claims made about the product.
- Technical data and scientific documentation may be required for products not regulated by FDA or other government agencies.
- Continuing medical education (CME) courses, seminars, and conferences are eligible for advertisement. If CME accreditation is advertised, the type of credit for which the educational activity is approved must be specified.

- Products for nutritional supplements and vitamin preparations are not eligible for advertisement/sponsorship unless they are approved for marketing by FDA or their efficacy and safety are substantiated by clinical studies acceptable to KAFP - generally, these are U.S. studies published in mainstream U.S. medical journals.
- General-purpose foods such as bread, meats, fruits and vegetables are eligible for advertisement/sponsorship. Only diet programs prescribed and controlled by physicians may be eligible for advertisement/sponsorship.
- Institutional advertising germane to the practice of medicine are considered eligible for advertisement/sponsorship.
- Ads for tobacco products and alcoholic beverages are not eligible for advertisement/sponsorship.
- KAFP will accept paid sponsorship or advertisement of outside research surveys

CANDIDATE ENDORSEMENT (POLITICAL)

Endorsements would be suggested only under **very** unique and compelling circumstances, situations significantly impacting family physicians and their patients; endorsements would certainly not be routinely made in every election and certainly not in every race.

The Advocacy Committee would recommend endorsement/endorsements to the KAFP Board of Directors for their consideration only after carefully reviewing KAFP's strategic priorities and the Academy's legislative agenda. Any endorsement recommendation would be made in part, but not limited to, the consideration of the following: response to a candidate survey; review and evaluation of the candidate's voting record and qualifications for the office sought; positions on extremely compelling issues related specifically to the medicine and the health of the citizens of the State of Kentucky.

Any recommendation of endorsement made by the KAFP Advocacy Committee would go to the Board of Directors for consideration.

INVESTMENT POLICY

The operating funds of the Academy are held separately from its financial reserves. This policy directs the investment of reserves and operating accounts. The purpose of the reserves is to have adequate liquid cash in order to cover untimely losses or events that are beyond the ordinary operating expenses of the Academy. The Board of Directors must approve disbursement of funds from the reserves. Annually, the Treasurer will meet with the Investment broker to discuss the performance of the fund. The investment broker will gauge the board risk factors and invest funds in appropriate cash accounts, bonds and stocks funds. The goal will be to have one year of liquid reserve to cash budgeted expenses.

MAILING LIST POLICY:

KAFP has solicited and collected e-mail addresses from KAFP members to provide enhanced electronic services as member benefits. The KAFP values the willingness of our members to facilitate fast and efficient communication by providing their e-mail addresses to our office. To protect members from receiving unsolicited e-mail, the KAFP does not distribute these e-mail addresses to individuals outside of our membership.

~~Separate document titled '2018 KAFP Mailing List Policy'.~~ However, the KAFP Board or Executive Committee may approve providing email addresses for the purpose of furthering research or other pursuits that would positively affect the KAFP and its members in accordance with the KAFP Strategic Plan, Mission and Vision and in accordance with the following information made available:

RESEARCH REQUEST:

~~A request to send out email blast or other communication for research purpose is reviewed by Education/Practice Enhancement Committee and approved by Executive Committee. In order for a decision to be rendered the following is needed:~~

1. ~~[Email me a]~~ Provide an electronic copy of the survey and questions to Executive Director for distribution to Education Committee for review.
2. Did a family physician have input into these questions? If not, who designed the survey?
3. Is the intent to use this data as research? If yes, has an IRB been filed and/or approved? (If yes, please provide a copy of the IRB)
4. Will the results be published in a journal/newsletter/other media? If yes, which ones? **Will KAFP receive mention of collaboration upon publication?**
5. What will we learn of value to family physicians from this survey?
6. ~~Our direct cost to do a blast average \$90. Will you be able to compensate us for our direct cost (this does not include staff time— if the survey is found to show value to family medicine then staff time is waived but results of the survey will be shared with KAFP). Compensation to KAFP for costs associated with participating in research or survey.~~
7. Results of research will be made available to KAFP upon completion and/or publication.

After Review by Education Committee, the Executive Committee will render approval or not.

GRANT SUPPORT FOR EDUCATIONAL PROGRAM:

~~In 2009 KAFP House of Delegates passed a resolution stating that~~ No more than **12%** ~~(25% ? or)~~ of the educational grants funding line may come from pharmaceutical companies.

POSITION ON POLITICAL ISSUE POLICIES:

Unless otherwise noted in this document the KAFP will follow the policies as adopted by the AAFP found at <http://www.aafp.org/about/policies/a-z.html> . The KAFP Delegates and Alternate Delegates to the AAFP will be responsible for representing the interest of the membership in ensuring these policies address the needs of our patients and members.

TRAVEL POLICY:

The KAFP will use the mileage reimbursement rate for automobile as specified by the Government Accounting Office found at: <http://www.gsa.gov/portal/content/100715>
Further specifics on travel are included under Officer and Board Positions, individually as well as Non KAFP Meetings

WEBISTE POLICY— PROVIDING LINKS TO: SOCIAL MEDIA AND WEBSITE POLICY:

KAFP website <http://www.kafp.org/> will strive to provide accurate, complete, concise information; to maintain credibility; and to keep information as current and relevant as possible for our users. Links will be carefully evaluated according to the following criteria:

- **Credibility:** The site's authorship and credentials must be easy to determine. Sources for specific content should be clearly identified (i.e. bylaws or names of individuals, organization, etc.)
- **Content:** The information/features on the site must be useful/relevant to our target audiences: Kentucky family physicians, family practice residents, medical students, and patients of family physicians.
- **Currency:** The information and content on the site must be current and updated on a regular basis. The date that material was posted or updated should be noted.
- **Design:** The site must be accessible, easy to navigate, and user-friendly. Information must be easy to find (internal search mechanism, help function, feedback mechanism or site map).
- **Mission and goals of the site must be clearly stated.** (e.g., If the site sells medical books, that purpose must be clearly stated.)

Although sites that charge for access or sell products are not automatically excluded, sites providing information without charging a fee will be favored over sites which primarily sell their product.

A link to a specific web site in no way implies endorsement. The KAFP does require reciprocal links as criteria for linkage. Every link will be chosen on its own merits.

Meeting the above criteria does not guarantee linkage. The final decision is reserved by the KAFP Communication Director and the KAFP staff working under the direction of the KAFP Board of Directors.

Similar policy will be used for all applicable social media sites in order to provide members and the public of information regarding health and safety issues.

POLICY FOR BOARD and ALL-MEMBER BUSINESS MEETINGS

BOARD ORIENTATION

Orientation session for new members of the Board of Directors will typically be held prior to the first board of directors meeting following their election to office. The Board Chair is charged with the responsibility of setting the agenda and conducting the new board member orientation program.

In preparation for board service, each board member shall review the following materials which are available online:

1. KAFP Policy Manual
2. KAFP Bylaws
3. One Full Previous Year of Minutes
4. Current Copy of Strategic Plan
5. Copy of most recent annual financial report
6. KAFP Committee Description and Member List

CONSENT AGENDA:

A consent agenda (Roberts Rules of Order calls it a consent calendar) allows the board to approve reports, minutes, correspondence requiring no action, and other routine matters. The motion to approve the consent agenda will call for any items to be extracted from the consent agenda that a member desires to be discussed. If that motion is approved that report or item will not be included in the consent agenda and will require a motion to approve as a separate standing report or item. At the time of this policy statement the following items will be under the consent agenda:

Board Minutes
Executive Committee Minutes
Bylaws
Policy and Procedures
Treasurer's Report
Yearly KAFP Working Calendar
Strategic Plan
Committees and Membership
Foundation Financial Report

~~Reports from Officers and Committees.~~ The Leadership and Awards Sub-Committee report will not be included in the consent agenda ~~nor will committee or officer reports.~~

HEALTHY MEAL CHOICES AT KAFP MEETINGS:

~~In 2009 KAFP House of Delegates passed a resolution stating that~~ There will be a healthy meal choice offered at each KAFP meeting.

POLICY FOR KAFP BOARD NOTEBOOK:

The Social Media Sub-Committee or Communications Committee is responsible for facilitating the communication necessary for the Board to conduct their business as well as educating the membership of actions taken by the Board on their behalf. ~~To provide a continuity of operations and a more cost-effective service, the Board may conduct their business virtually.~~ The Social Media Committee will evaluate internet tools that will facilitate operations of the Board, Committees, and Task Forces. The Social Media Sub-Committee will be responsible for educating board members as well as Committee and Task Force members on these various tools. The KAFP website will serve as the primary portal to store board and committee/task force materials. Board, Committee, and Task Force members will be encouraged to bring their laptop computers or other multi-media devices to meetings to view documents. Should a member desire a hard copy of the material, ~~he or she~~ they may print it from the approved Internet site or request staff to print and mail it for a copy fee.

CONDUCT OF BOARD MEETINGS

KAFP Board Meetings will be conducted following AIP Standard Code procedures (formerly known as Sturgis) and such Standard Code may be found in Appendix A and B of this Policy and Procedure.

The following Conduct of Board Meeting Protocol is a learning document to assist KAFP leadership in fulfilling it's vision of increasing participation of members through committee doing the tactical work in order to allow the KAFP Board to focus attention on strategic issues. **This protocol is designed to serve as a reminder of the procedure within AIP Standard Code (formerly known as Sturgis)** that is our procedural guide in facilitating discussion and debate at KAFP Board meeting.

The principle behind following AIP Standard Code is to give all members the opportunity for their voice to be heard. The authority to use AIP rules can be found in KAFP Bylaws under Chapter XIII Section 4. Rules of Order states, "AIP Standard Code, except when the same are in conflict with the Bylaws of the Academy, shall control all parliamentary procedure of the meetings of the All Member Business Meeting, Board of Directors, and all committees." The Chair of the Board will call the meeting to order and, after a roll call to confirm a quorum is present, the Chair will proceed to read the following, "In your policy manual and below is an algorithm explaining the concept that we desire to follow on issues brought to the board. In reviewing the algorithm, you will note that new issues that are not urgent will be sent to committee to be researched, discussed and debated at the Committee level. Once the committee has done the tactical work on the issue the Chair of the Committee will bring the issue back to the board in the form of a committee recommendation

The Chair of the Board will manage the meeting. For efficient use of our time together, the Chair may propose that we limit debate on all issues being brought to the board to X minutes per member for the first round until each member has an opportunity to speak. The Chair proposes that on the second round we limit debate to X minutes. After the second round, the Chair will call for a vote to end debate, which will require a 2/3rd majority. If the motion fails, then we will continue with another round of debate. Once debate ends the Chair will request of the board for a motion on the issue. Once the motion is made and properly seconded then the Chair will call for a vote.

PARLIAMENTARIAN:

The Chair of the Bylaws Sub-Committee will serve as the Parliamentarian for all KAFP Board Meetings and at the annual All-Members Business Meeting.

RESIDENT AND STUDENT MEMBERS TO THE BOARD:

During the nomination process for all KAFP Officer positions, the KAFP Chair of Leadership and Awards Sub-Committee will draft an email to be sent to all KAFP Student and Resident members asking for a resident and student to submit a letter of interest to serve on the KAFP Board by a specified date. This email will include a link to the job description for the Resident and Student Board Member. From those that apply, the KAFP Leadership and Awards Sub-Committee will select one primary resident and one alternate resident board member; and one primary medical student board member and one alternate student board member. In the event the primary resident or student board member cannot attend the board meeting, it will be their responsibility to notify their alternate to attend in their place.

KAFP FOUNDATION BOARD OF DIRECTORS:

~~At the March 2017 Board of Directors meeting it was approved that the KAFP Foundation Board would be directors of the KAFP Board of Directors. It was stated—~~
 The KAFP Foundation is a separate nonprofit 501c3 charitable organization registered with the IRS and the Commonwealth of Kentucky Cabinet Secretary of State as a 501 c 3 organization and is a separate entity from the KAFP. The KAFP is a trade association 501 c 6 and state chapter of the American Academy of Family Physicians. It was formed to support the value of Family Medicine in the Commonwealth of Kentucky through humanitarian, educational, and scientific initiatives that improve the health of its citizens. Financial donations to the KAFP Foundation are subject to IRS regulation and are tax deductible. Separate bank and investment accounts will be opened held for the KAFP Foundation. The KAFP Foundation will have financial reports and reviews separate from the KAFP. The minutes of the KAFP Foundation will be written in conjunction with the minutes of the KAFP but will hold a spate separate meeting. KAFP will contribute income from Mini-Meetings to KAFP Foundation to support their mission/projects. The KAFP Board will select the KAFP Foundation President. ~~The KAFP Foundation President will be a voting member of the KAFP Board.~~ The KAFP Foundation President will serve as a KAFP At-Large Board Director without term limits as long as their term as Foundation President.

ALL MEMBER ANNUAL BUSINESS MEETING

There will be a meeting held annually to conduct the business of the Academy with all members present having equal votes. The Speaker of the KAFP will preside at this meeting and contingencies for absence of the Speaker are described in the Bylaws, Section VIII. AIP Standard Procedure rules will be used to conduct the meeting

COMMITTEES

STANDING COMMITTEE (PENDING BOARD APPROVAL)

~~At the 2016 All Member Meeting the KAFP membership voted to give the KAFP Board the authority to appoint such standing or special committees as they deem necessary to carry out the KAFP strategic plan. At the 2017 Kentucky Academy of Family Physicians' Board Strategic Planning retreat~~ The following are the standing committees with specific mission for the KAFP. was established

1. **Advocacy** – Mission: *Advocate for our colleagues and the health of our patients.* Sub-committees: *As appointed by the Chair of Advocacy.* Chaired by (Co-) Chair(s) of Advocacy
2. **Education and Practice Enhancement** – Mission: *Provide high quality continuing medical education and resources to enhance member practice environment.* Sub-Committees: *As appointed by the Chair of Education.* Chaired by (Co-) Chair of Education.
3. **Membership/Communication** - Mission: *Communicate member value to recruit, retain and engage family physicians.* Sub-Committees: Social Media Sub-Committee, and Membership Sub-Committee. Co-Chaired by the Editor of the KAFP Journal and Membership Chair.
5. **Academy Operations** – Mission: *Ensure an effective and sustainable Academy accountable for fulfilling the mission of the KAFP.* Sub-Committees: Finance Sub-Committee, Bylaws Sub-Committee, and Leadership and Awards Sub-Committee. The Leadership and Awards Sub-Committee Chair is responsible for the slate of officers each year and will recommend replacement for vacant officer positions. The Leadership Sub-Committee consists of the current President, Board Chair (Immediate Past President), and Immediate Past Board Chair. Academy Operations is co-chaired by the KAFP Treasurer and the Board Chair. Leadership and Awards Sub-Committee is chaired by the Board Chair. Finance Sub-Committee is chaired by the Treasurer.

EDUCATION COMMITTEE CHAIR APPOINTMENTS:

~~At the November 2017 Board of Directors meeting it was approved that the former duties of the President Elect to serve as Chair of the Annual Meeting would go to the Chair of Education Committee and that the Chair would serve a three (3) year term of office.~~

COMMITTEE APPOINTMENT POLICY:

When a KAFP member expresses interest in serving on a KAFP committee their name and contact information will be forwarded to the respective Committee Chairs for them to interview and to make the recommendation to the Board of whether to appoint them to a committee.

- Inactive committee members may be dropped from the committee even if their complete term has not yet expired
- Appointments should reflect diversity and geographic balance

Each Committee and Sub-Committee will have a member of the Executive Committee on that committee to act as a board liaison. Chairs of each committee are non-voting Board members. The primary responsibilities of the board liaison are to:

- Provide general guidance and leadership to committee
- Provide history and knowledge of KAFP
- Remind committee of mission and strategic plan
- Convey board direction to the committee
- Convey information from committee to board
- Attends any programs planned by the committee to which they serve as board liaison

Items to be kept in mind during this appointment process:

NON KAFP MEETINGS**RECRUITMENT— TEN STATE MEETING:**

The Leadership and Awards Sub-Committee is responsible for the final selection of KAFP members to attend the Ten State Meeting. Executive Committee Members can make suggestions for potential participants. The KAFP budget will dictate the number of attendees. A maximum of five attendees will be sent using KAFP funding. One senior KAFP Officer should attend Ten State to facilitate the leadership pipeline (President preferred). Nominees to attend Ten State should be KAFP members who are considering serving in a leadership position or offering their services for a future KAFP conference. Priority should be given to KAFP members who have not attended a meeting at KAFP expense. The Chair will request a face-to-face or phone interview and interested members will complete the Volunteer Accounting form and provide their CV.

POLICY FOR KAFP TRAVEL— NCCL

The Leadership and Awards Sub-Committee under the leadership of the Chair shall be responsible for the final selection of KAFP members to attend NCCL. The committee may receive input on his/her/their decision from other officers. The KAFP Foundation funds this initiative, and their budget will dictate the number of attendees. Nominees to attend NCCL should be KAFP members who are being encouraged to serve in a leadership position or to offer their services for a future KAFP Conference. Priority should be given to KAFP members who have not attended this meeting previously. The Chair will draft an email solicitation to send to all members to recruit for this conference. The email will request the applicant's preferred category constituency they would represent, an face2face-in-person or phone interview, and completion of the Volunteer Accounting form with their CV.

POLICY FOR KAFP TRAVEL SOUTH EASTERN FORUM (SEF)

The KAFP Delegates, Alternate Delegates and President will attend Southeastern Forum. If these members are unable to attend other Board Members may attend for a maximum of five attendees sent using KAFP funding.

POLICY FOR KAFP TRAVEL CONGRESS OF DELEGATES (COD)

The KAFP Delegates, Alternate Delegates and President will attend Congress of Delegates. If these members are unable to attend other Board Members may be chosen as replacements by the Leadership/Awards Sub-Committee.

BOARD MEMBERS DUTIES AND RESPONSIBILITIES

Chair of the Board

Powers and Duties of the Immediate Past President:

(As defined in the KAFP Bylaws, Chapter XI, Section 10, Chair of the Board)

The Chair of the Board shall be a member of the Board of Directors for a period of one year following his/her term as President, such term to begin at the conclusion of his/her term of office and ending at the conclusion of the following:

Major Duties and Responsibilities:

- Serve a supporting role working with the current president and other members of the Executive Committee in laying the groundwork for continuing KAFP activities focused on achieving our mission and strategic plan.
 - Presides over Board and Executive Committee and facilitate the agenda of the meetings.
 - Collaborates with the president and Executive Vice President in preparing meeting agenda
 - Serve as a member of the Executive Committee and attend all Board and Executive Committee Meetings.
 - Work with the Board discussion to identify any special qualifications of potential candidates for board open positions.
 - Draft a fax blast message to send to all members announcing open positions.
 - Convene a meeting with Leadership and Awards Sub-Committee to review all completed applications that have the necessary supporting documents to create a slate of officers.
 - Serve as Chair of Leadership Awards Sub-Committee
 - Review award criteria and make any recommended changes to the Board.
 - Draft messages to send out for the following awards – Citizen Doc, Distinguished Service Award, Full-Time and Part-Time Faculty Award, and Volunteer Faculty Award as well as any awards developed for KAFP in the future.
 - Convene Leadership and Awards committee to review applications and select recipients of awards.
 - Discuss with the Committee recommendation for Distinguished Service Award.
 - Organize and conduct any formal board orientation session for new board members. Staff will keep board orientation materials current on the KAFP web site.
 - Monitor progress made in achieving strategic plan goals and objectives for the organization and identify any specific problems that may arise for discussion by the board
-
- Serve as the keeper of the strategic plan during board meetings. These responsibilities include:

- o Reminds the board of the plan
- o **Insists** that any new ideas, initiatives and objectives be measured relative to the plan
- o ~~Explains the necessity of identifying objectives to be dropped and replaced if new objectives are found to be of more importance~~ **Work with Board to prioritize objectives of strategic plan and how to implement them considering Vision, Mission and Strategic Plan.**

Travel Responsibilities:

In state travel:

- The Chair of the Board may travel at the direction of the president and Executive Committee.

Out of state travel:

- Write a report on the visit focusing on what was learned and what connections were established as a result of the visit
- Promote, as appropriate, any KAFP member running for AAFP office

Reimbursement

- The Board Chair travel will be reimbursed in accordance with the current KAFP travel reimbursement policy.

Hospitality Responsibilities:

- Ensure that gifts are purchased for the visiting dignitaries at the annual meeting (gifts should in some way signify Kentucky)
- Assign host couples to dignitaries visiting KAFP events. Host couples may include, but shall not be limited to, members of the Executive Committee (except the president or president-elect), AAFP delegates and alternate delegates, past presidents and any other KAFP member chosen by the chair who are willing to serve. Host couples should be directed to:
 - o Contact guest(s) prior to the meeting, introduce themselves, and offer to answer questions
 - o Check in with guest(s) upon their arrival for in-person introductions
 - o Introduce guest(s) whenever possible and encourage the guest(s)'s participation in all activities
 - o Host guest at social functions making sure that the guest(s) isn't left unattended during meeting
 - o Send follow-up note following the conclusion of KAFP event.

Annual Meeting Responsibilities:

- Greet out-of-state guests and introduce them at the All-Members Business Meeting (welcoming them, offering to provide information and assistance as needed and as is appropriate)
- Greet other official representatives or guests who attend the All-Members Business Meeting (welcoming them, offering to provide information and assistance as needed and as is appropriate)
- Present the *Leadership and Awards Sub-Committee* nominating report at the ~~All-Member Business Meeting~~ **Board Meetings** *To be moved to first section of duties as not done at All-Member mtg but at Board meetings*

Powers and Duties of the President:

(As defined in the KAFP Bylaws, Chapter XI, Section 1)

"The President shall be a member of the Board of Directors and of the Executive Committee. Their term of office shall begin at the conclusion of the annual meeting one (1) year after their election as President-Elect and shall expire at the conclusion of the following annual meeting or when their successor is seated. The President shall nominate members for all vacancies on standing and special committees. The Board of Directors will elect such members so nominated by a majority vote of the Board of Directors present and voting. In the absence of the Speaker and Vice Speaker, the President shall preside over the All-Member Business Meeting until a speaker is chosen by the Academy members present at the All-Member Business Meeting. The President shall be, ex officio, a member of all standing and special committees. In the event of the death or resignation of the President during the term of his/her ~~their~~ office or if he/she ~~they~~ shall for any reason be unqualified or unable to serve, ~~the Vice President~~ shall succeed to the office of President for the unexpired portion of the President's term. In the event of the death, resignation, or incapacity of both the President, Vice-President, and President-Elect, the Board of Directors shall elect a President for the unexpired portion of his/her ~~their~~ term. ~~The President-Elect shall succeed to the office of President at the conclusion of the first Annual Meeting following the meeting at which his/her their election occurred.~~ *Blue highlighted section should move to President Elect section.*

Major Duties and Responsibilities:

- Provides direction to ensure that KAFP activities are focused appropriately to achieve our mission and strategic plan
- Collaborates with the Executive Vice President and Board Chair in preparing meeting agendas and ensure that board action items are completed and reported on at subsequent meeting.
- Collaborates with the Board Chair in preparing meeting agendas and with ensuring ~~ensure~~ that committee action items are followed-upon ~~completed or progressing~~
- ~~Coordinates and plans the strategic thinking exercise/mega-issue discussion at each board meeting and~~ In consultation with the board, plans strategic planning activities as appropriate
- Sets, in consultation with the Executive Committee, the board meeting dates, times and location.
- Solicits advice and counsel from other officers, board members and senior staff members regarding the welfare of the KAFP ~~and topics requiring discussion.~~
- Serves as a member of the Leadership and Awards Committee
- Serves as ex-officio member of all KAFP committees.
- Assigns other Executive Committee members, in consultation with those members, to serve as board liaisons to KAFP committees ~~(All KAFP committees will have a designated Executive Committee member as its liaison to the board.)~~
- Prepares the President's Message for each quarterly issue of ~~The Kentucky Family Physician~~ ~~The Journal of the KAFP~~
- ~~Appoints, in consultation with the Executive Committee and approval of the board, the chairs and members of all committees~~

- Appoints, with consultation of the Executive Committee, liaisons to other organizations *moved from section formerly below that was put in committees section*

Travel Responsibilities:

In state travel:

- Write a report on the visit focusing on what was learned and what connections were established as a result of the visit
- May travel at the direction of the Board and Executive Committee.

Out of state travel:

- The president will attend the Southeast Forum, Ten State Regional Conference, the AAFP Annual Chapter Leader Forum, and the AAFP Congress of Delegates. When necessary, other out-of-state meetings may be attended at the discretion of the president and budget permitting.
- Promote, as appropriate, any KAFP member running for AAFP office
- The President will officially represent the KAFP at the annual meetings of other state chapters or may appoint any member of the Executive Committee to represent officially KAFP at state chapter annual meetings.
 - Considerations for state chapter visits:
 - Observe state activities that might be of value to incorporate into KAFP efforts
 - Make an effort to meet as many officers and the official representatives of other states as possible
 - Write a report on what was learned and what connections were established as a result of the visit

Reimbursement:

- The president's travel will be reimbursed in accordance with the current KAFP travel reimbursement policy.

Hospitality Responsibilities:

- Plans, with assistance of staff, a Kentucky Dinner at each official out of state event that involves KAFP officers or committee representatives in accordance with the Kentucky Dinner guidelines listed below.

The Kentucky Dinner, held annually during the AAFP Annual Leadership Forum in Kansas City and annually during the AAFP Congress of Delegates in the designated convention city, is hosted by the KAFP president for those KAFP members and their spouse/significant other who attend these respective national meetings in an official capacity for KAFP.

The official delegation to the Annual Leadership Forum includes: Any KAFP member who is currently serving on the AAFP Board of Directors, any AAFP Committee/Commission, KAFP Executive Committee members, KAFP delegates/alternate delegates to the AAFP; KAFP representatives to the National Conference of

Constituencies Leaders (NCCL); any KAFP member who serves in an official NCCL position; and KAFP staff. The official delegation to the AAFP Congress of Delegates includes: Any KAFP member who is currently serving on the AAFP Board of Directors; AAFP **Committee/ Commission**, KAFP Executive Committee members; KAFP delegates/alternate delegates to the AAFP; any KAFP member who is attending to represent KAFP on **Core**; KAFP members who are delegates/alternate delegates to AAFP representing special constituency, resident or student delegations; past presidents; and KAFP staff.

The president, in consultation with the EVP, will use discretion in extending invitations to any additional KAFP members keeping in mind the cost implications of additional guests and space constraints of the venue. The KAFP **President is the only officer with the authority to invite additional guests and invitations should be used for the good of the Academy or to gather information on topics of interest to the KAFP.**

Invited guests will heed RSVP deadlines and understand that failure to respond in a timely fashion to the RSVP deadline may result in forfeiting the ability to attend dinner. ~~All dinners where alcohol is served will offer a cash bar.~~ Alcohol will not be provided at cost to the Academy but will need to be purchased by the individual.

Annual Meeting Responsibilities:

- ~~Writes a written report~~ **Present a report** on the year's achievements and accomplishments ~~for distribution~~ at the All-Member Business Meeting
- Greets out-of-state guests during the All-Member Business Meeting (welcoming them and offering to provide information, assistance as needed and as is appropriate)
- Greets other official representatives or guests who attend the All Member Business **Meeting** (welcoming them and offering to provide information, assistance as needed and as is appropriate)

President-Elect

Powers and Duties of the President-Elect:

(As defined in the KAFP Bylaws, Chapter XI, Section 3)

The President-Elect shall be a member of the Board of Directors and of the Executive Committee. ~~He or She~~ **They** shall **preside at meetings of the Board or Executive Committee in the absence of the Vice-President and Board Chair.** ~~He or She~~ **They** shall succeed to the office of President at the expiration of the President's term, as provided in Chapter XI, Section 1 of the Bylaws. **The President-Elect shall succeed to the office of President at the conclusion of the first Annual Meeting following the meeting at which his/her their election occurred.**

Major Duties and Responsibilities:

- Works with the president to lay the groundwork for continuing KAFP activities focused to achieve our mission and strategic plan
- Continually observes the entire operation of the KAFP providing support and feedback to the president and the board of directors
- Serves as a member of, and attends all Executive Committee meetings
- Attends AAFP's Leadership Conference

Travel Responsibilities:

In state travel:

- The president-elect may travel at the direction of the president and Executive Committee.

Out of state travel:

- Attend the AAFP's Leadership Conference
- Write a report on the visit focusing on what was learned and what connections were established as a result of the visit
- Promote, as appropriate, any KAFP member running for AAFP office

Reimbursement:

- The president-elect's travel will be reimbursed in accordance with the current KAFP travel reimbursement policy.

Hospitality Responsibilities:

- As directed by the President

Annual Meeting Responsibilities:

- Address the All-Member Business Meeting with a summary of his or her goals for the coming year known as the president-elect's address
- Selects the person who delivers the invocation at the annual dinner
- Greets out-of-state guests during the Members Assembly (welcoming them and offering to provide information or assistance as needed and as is appropriate)
- Greets other official representatives or guests who attend the Members Assembly (welcoming them and offering to provide information or assistance as needed and as is appropriate).
- Works with the Speaker to suggest to the board where resolutions should be assigned for follow-up in the coming year
- ~~Attends the annual reception and annual lunch/dinner sitting at the head table with spouse/significant other/guest; makes brief comments and family introductions; presents gift(s) to the current president; presents plaque to the outgoing president.~~

TREASURER

Powers and Duties of the Treasurer:

(As defined by the KAFP Bylaws, Chapter XI, Section 5)

"The Treasurer shall be a member of the Board of Directors. His/Her **They** duties shall include maintaining adequate and proper accounts involving the properties and funds of the Academy, and to be responsible for the supervision of the Executive Vice President and other personnel of the headquarters' office." The Treasurer shall deposit or cause to be deposited all monies and other valuables in the name and to the credit of the Academy with such depositories as may be designated by the Board of Directors. He/She **They** shall disburse the funds of the Academy as may be ordered by the Board of Directors and shall render to the Board of Directors, whenever it may request it, an account of all of his/her **their** transactions as Treasurer, and of the financial condition of the Academy. The Treasurer shall have such other powers and duties as may be

prescribed by the Board of Directors or the Bylaws. The Treasurer shall give a surety bond in an amount to be determined by the Board of Directors; the premium thereon to be paid by the Academy. Any of the duties of the Treasurer may, by action of the Board of Directors, be assigned to the Executive Vice President.

Major Duties and Responsibilities:

- Works with other officers to ensure that KAFP activities are focused appropriately to achieve the mission and strategic plan
- Develops, in conjunction with the Executive Vice President and staff, the annual operating budget for the Academy and **presents at Board Meetings.**
- *Items to be considered during that process:*
 - Annual operating budget should be tied closely to the Academy's strategic plan and mission
 - The budget proposal should be balanced and reflect an educated prediction to anticipate income and estimated expenditures. If an unbalanced budget is presented for the consideration of the Board, an explanation as to why should be provided.
- When a change of the Executive Vice President positions occurs, shall cause the outside accountant to perform an audit rather than a review for the year in which this change occurred.
- Sees that balance statement of the Academy is published in the KAFP Journal.
- Monitor Academy investments pursuant to established investment policy
- Inform and advise the Board of Directors on the proper use of Academy funds
- Continually explore opportunities for non-dues revenue
- Monitor, in conjunction with the Executive Committee, the Academy's insurance coverage to ensure that it is adequate and appropriate
- Serve as a member of and attends all Executive Committee meetings
- **Co-Chair of Finance Sub-Committee**
- Co-Chairman of Academy Operations with Board Chair

Travel Responsibilities:

In and Out of state travel:

- The treasurer, at the direction of the President and Executive Committee, may travel.

Reimbursement:

- The treasurer's travel will be reimbursed in accordance with the current KAFP travel reimbursement policy.

Annual Meeting Responsibilities:

- Greet out-of-state guests during the All-Member Meeting (welcoming them and offering to provide information and assistance as needed and as is appropriate)
- Greets other official representatives or guests who attend the All-Member Meeting (welcoming them and offering to provide information and assistance as needed and as is appropriate)
- If assigned by the Board Chair or President, serve as host to a specific visiting dignitary from another state chapter

VICE PRESIDENT

Powers and Duties of the Vice President:

(As defined by the KAFP Bylaws, Chapter XI, Section 2)

"The Vice President shall be elected annually. He/She **They** shall be a member of the Board of Directors and shall preside at Board and Executive Committee meetings in the absence of the Board Chair. The term of his/her **their** office shall begin at the conclusion of the Annual Meeting at which his/her **their** election occurs and expires at the conclusion of the next Annual Meeting or when his/her **their** successor is elected."

Major Duties and Responsibilities:

- Support the president and president-elect and work with the executive vice president to make sure that all stay focused on activities that achieve the mission and strategic plan
- Serve as member of and attends all Executive Committee meetings
- Help identify KAFP members who exhibit leadership qualities in the event that future positions become available and need to be filled with qualified individuals who can uphold all the responsibilities that would follow throughout the course of the appointments and would be willing to serve the Academy in the future.

Travel Responsibilities:

In state travel:

- The Vice President, at the direction of the President and Executive Committee, will travel to specifically assigned regions of the state for the purpose of giving the organization visibility, to improve communications within and outside of the organization, and to obtain a better understanding of problems within the state.

Out of state travel:

- Promote, as appropriate, any KAFP member running for AAFP office
 - the AAFP Annual Chapter Leader Forum

Reimbursement:

- The vice president's travel will be reimbursed in accordance with the current KAFP travel reimbursement policy.

Annual Meeting Responsibilities:

- Greet out-of-state guests during the All Member Meeting (welcoming them and offering to provide information and assistance as needed and as is appropriate)
- Greet other official representatives or guests who attend the All Member Meeting (welcoming them and offering to provide information and assistance as needed and as is appropriate)
- If assigned by the Chair of the Board, serve as host to a specific visiting dignitary from another state chapter

SECRETARY

Powers and Duties of the Secretary:

(As defined by the KAFP Bylaws, Chapter XI, Section 7)

"The Secretary shall be a member of the Academy elected by the All-Member Business Meeting for a term of one to three years. The Secretary shall be a member of the Board of Directors with voting privileges, ~~shall be bonded at the expense of Academy,~~ and shall be directly responsible to the Board or the Executive Committee."

Major Duties and Responsibilities:

- Works with other officers to ensure that KAFP activities are focused appropriately to achieve the mission and strategic plan
- Review the slate of officers to ensure it is complete and ready to be voted on at the All-Members Business Meeting
- Monitor the election of officers
- Record minutes of activities of the Board of Directors, and Executive Committee
- Require that all Resolutions to be heard by the All-Members Business Meeting comply with Chapter X, Section 1 of the KAFP Bylaws.
- Serve as a member of and attends all Executive Committee meetings

Travel Responsibilities:

In and Out of state travel:

- The secretary, at the direction of the President and Executive Committee, may travel.

Reimbursement:

- The secretary's travel will be reimbursed in accordance with the current KAFP travel reimbursement policy.

Annual Meeting Responsibilities:

- Greet out-of-state guests during the All-Member Meeting (welcoming them and offering to provide information and assistance as needed and as is appropriate)
- Greets other official representatives or guests who attend the All-Member Meeting (welcoming them and offering to provide information and assistance as needed and as is appropriate)
- If assigned by the Board Chair, serve as host to a specific visiting dignitary from another state chapter

SPEAKER & VICE SPEAKER

Powers and Duties of Speaker and Vice Speaker:

(As defined by KAFP Bylaws, Chapter XI, Section 4)

The Speaker of the All-Member Business Meeting shall be a member of the Board of Directors and preside over meetings of the All-Member Business Meeting. His/her **Their** term of office will begin immediately following the session of the All-Member Business Meeting at which they are elected and shall continue until his/her **their** successor takes office. The **Vice Speaker of the All-Member Business Meeting shall be an ex officio member of the Board of Directors with the privilege to vote only in the absence of the Speaker. The Vice Speaker** and shall preside over all meetings of

the All-Member Business Meeting in the absence of the Speaker. In situation of Speaker and Vice Speaker unable to attend the All-Member Business Meeting of the KAFP, the President will become the presiding officer of said meeting. The presiding officer of the All-Member Business Meeting shall be entitled to vote only in the case of a tie at the All-Member Meeting. The Vice Speaker will succeed to the office of Speaker in situation resulting from the death, resignation, or removal from office of the Speaker. If, however, a vacancy occurs in the office of the Speaker when a vacancy exists in the office of Vice Speaker, the Board of Directors shall elect a Speaker to fill the unexpired portion of the term. In the event of the death, resignation, or removal from office of the Vice Speaker or if the Vice Speaker succeeds to the office of the Speaker prior to this section, the Board of Directors shall elect a Vice Speaker to fill the unexpired portion of the term.

Major Responsibilities and Duties:

- Work with other members of the Board of Directors to ensure that KAFP activities are focused appropriately to achieve its mission and strategic plan
- Organize and conduct the annual All-Member Business Meeting with input from KAFP staff and Executive Committee
 - Specific responsibilities include:*
 - Plan agenda for All-Member Business Meeting
 - Work with the Secretary to notify members of a call for Resolutions prior to Meeting
 - Review all resolutions, working with authors to resolve any issues prior to the resolution being posted on the KAFP web site
- Speaker is a voting member of the board of directors.
- Monitor the actions of the Board with regard to decisions of the previous All-Members Business Meetings

- Prepare a written report on the actions of the Board with regard to the decisions of the previous All-Members Business Meeting
- Deliver a verbal report (opening address) concerning the actions of the Board regarding decisions of the previous All-Member Business Meeting during the current year's All-Member Business Meeting if any actions.
- Write an article for The KAFP Journal regarding the All-Member Business Meeting proceedings to which he/she/they preside as Speaker

Travel Responsibilities:

In and Out of State Travel:

- The Speaker and Vice Speaker will attend those meetings as so designated by the President and/or Executive Committee.

Reimbursement:

- The travel of Speaker and Vice Speaker will be reimbursed in accordance with the current KAFP travel reimbursement policy.

REGIONAL DIRECTORS

Powers and Duties of the Regional Directors:

The term of the office of the Regional Directors of the Board shall be for four years and will begin at the conclusion of the All-Member Business Meeting at which their election occurs and expires at the conclusion of the fourth succeeding Annual Meeting, or when their successors are elected. Any Regional Director who absents him/herself **themselves** from three consecutive ~~state~~ meetings of the **Academy** Board of Directors, without reasonable excuse acceptable to the Board of Directors, shall be considered as having resigned from the Board. His/her **Their** vacancy on the Board of Directors shall be filled by a majority vote of the remaining members of the Board until the next meeting of the All-Member Business Meeting. Each Regional Director shall have the privilege of the floor and the right of the vote at each meeting of the Board of Directors. No Regional Director shall be elected for more than two consecutive four-year terms.

Regions:

(As defined by KAFP bylaws — Chapter X, Section 2)

For purposes of organization and representation, the state shall be divided into four geographical areas called regions. ~~Region I shall include District 1, 2, 3, and 6; Region II shall include District 5 only; Region III shall include Districts 4, 7, 8, 9, and 10; Region IV shall include Districts 11, 12, 13, 14 and 15. (Should any region so designated at some future date have less than 100 members or more than 200 members it shall be the duty of the All Member Business Meeting to redefine the boundaries of that region.)~~

Regions shall be designated to maintain equality in member numbers between each region and shall be reviewed every 5 (five) years by the Board. Regions will be designated geographically and made available to Members. The President, President-Elect, Vice President, Secretary, Treasurer, and Delegates and Alternate Delegates to the American Academy of Family Physicians shall be elected from the membership as a whole and not from any specific region.

Major Responsibilities and Duties:

- Works with other members of the board to ensure that KAFP activities are focused appropriately to achieve our mission and strategic plan
- Serves as a member of the KAFP board representing their region
- Serves as a liaison between the KAFP and any Component Chapter in their region
- Serves on and faithfully attends KAFP committee meetings (as appointed by the president).
- Serves as a state key contact

Travel Responsibilities:

In and Out of State Travel:

- Attends KAFP board meetings and the meetings of committees to which they may be assigned

Reimbursement:

- The regional directors' travel will be reimbursed in accordance with the current KAFP travel reimbursement policy.

AT-LARGE DIRECTORS

Powers and Duties of the At-Larger Directors:

At-Large-Directors shall serve as voting members of the Board and their term of office will be three (3) years to begin at the **Annual Meeting** at which their election occurs and expires at the conclusion of the third succeeding Annual Meeting, or when their successors are elected. No director at-large elected to a three (3) year term shall be

eligible for re-election to the Board unless two (2) years have elapsed since the expiration of the previous term.

Major Responsibilities and Duties:

- At-Large Directors are selected by the Leadership and Awards Sub-Committee based on specific needs of the KAFP. For example, the KAFP Strategic Plan may have an objective such as 'increase social media presence' which result in an At-Large Director being selected that has the necessary skill set, experience and interest to work towards that goal.
- Work with other members of the board to ensure that KAFP activities are focused appropriately to achieve our mission and strategic plan
- Serves as a member of the KAFP board representing the entire membership through attendance at board meetings; attends all meetings and contributes to the discussion
- Serves on and faithfully attends KAFP committee meetings (as appointed by the president)
- Helps to revitalize and invigorate waning regional chapters as assigned

Travel Responsibilities:

In and Out of State Travel:

- Attends KAFP Board meetings and the meetings of committees to which the at-large director has been assigned

Reimbursement:

- The at-large directors' travel will be reimbursed in accordance with the current KAFP travel reimbursement policy.

Annual Meeting Responsibilities:

- Attends the All-Member Business Meeting

RESIDENT & STUDENT DIRECTORS

Powers and Duties of the Resident and Student Directors:

It shall be the duty of the resident and student directors to attend meetings of the KAFP Board of Directors. They shall serve on committees to which they are appointed. They shall have such power and duties as may be prescribed by these Bylaws or by the KAFP Board of Directors. An alternate resident director and an alternate student director shall be elected. In the event of unavoidable absence of the resident or student director, the alternate will serve with full voting privileges.

Major Responsibilities and Duties:

- Assist in the process to select students applying for the KAFP Emerging Leader scholarship
- Work with other members of the board to ensure that KAFP activities are focused appropriately to achieve its mission and strategic plan
- Serve as a member of the KAFP Board representing the residents and students through attendance at board meetings; attends all meetings and contributes to the discussion

- Serve as a liaison between the KAFP and the resident and student membership to include:²⁵
 - ~~Clean~~ Gather information about activities and problems that need reported to the KAFP board dealing with resident and/or student issues
 - Report on KAFP activities to resident and student members
 - Serve as a resource to resident and student members
 - Encourages involvement in the KAFP by resident and medical student members: observe members and makes appropriate recommendations relative to their potential service on KAFP committees and in other leadership positions
- Serve on and faithfully attends KAFP committee meetings (as appointed by the President)
- Serve as a key contact (Family Medicine Advocate) and identify other KAFP resident/ student members within the state who are willing to serve as key contacts (Family Medicine Advocates)

Travel Responsibilities:

In and Out of State Travel:

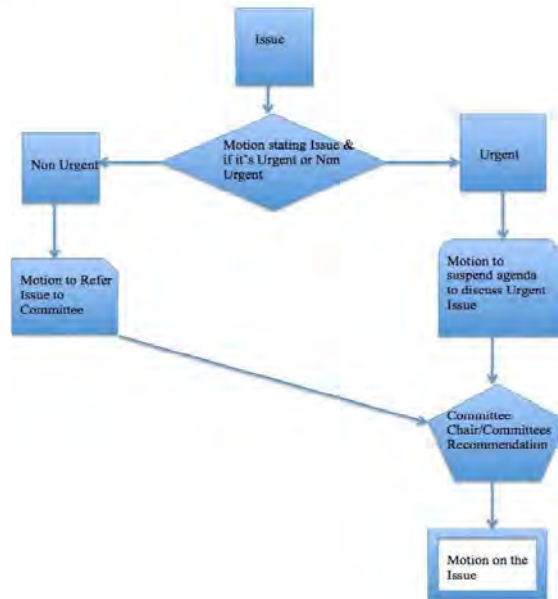
- Attend KAFP Board meetings and the meetings of committees to which the resident or medical student director has been assigned

Reimbursement:

- The resident and student travel will be reimbursed in accordance with the current KAFP travel reimbursement policy.
-

APPENDIX A

AIP's Standard Code of Parliamentary Procedure



Summary:

Basic Rules of Precedence:

1. When a motion is being considered, any motion of higher precedence may be proposed, but no motion of lower precedence may be proposed.
 2. Motions are considered and voted on in reverse order to their proposal. The motion last proposed is considered and disposed of first.
-

Common Motions in Order of Precedence:

LANGUAGE		INTERRUPT SPEAKER?	SECOND NEEDED?	MOTION LIBERABLE?	VOTE NEEDED?
Privileged Motions: Motions of urgency entitled to immediate consideration.					
1) *Adjourn the meeting	I move that we adjourn.	NO	YES	YES**	MAJORITY Y
2) *Recess the meeting	I move that we recess until...	NO	YES	YES**	MAJORITY Y
3) Questions of Privilege (Noise, temperature, etc.)	I raise the question of privilege....	YES	NO	NO	Decided by presiding officer
Subsidiary Motions: Motions which alter the main motion, or delay or hasten its consideration.					
4) Postpone temporarily	I move we table the motion.	NO	YES	NO	MAJORITY Y
5) Close debate	I move to close debate and vote immediately.	NO	YES	NO	TWO THIRDS
6) *Limit or extend debate	I move that the debate on this question be limited to...	NO	YES	YES**	TWO THIRDS
7) *Postpone to a certain time	I move we postpone this matter until...	NO	YES	YES**	MAJORITY Y
8) *Refer to committee	I move we refer this matter to committee.	NO	YES	YES**	MAJORITY Y
9) *Amend	I move that we amend this motion by....	NO	YES	YES	MAJORITY Y
Main Motions: Motions bringing substantive proposals before the assembly for consideration and action.					
10) *Main motions and restorative main motions	I move that...	NO	YES	YES	MAJORITY Y

The following motions can be offered whenever they are needed and have no order of precedence. They should be handled as soon as they arise.

LANGUAGE		INTERRUPT SPEAKER?	SECOND NEEDED?	MOTION DEBATABLE?	VOTE NEEDED?
Incidental Motions: Motions that arise incidentally out of the business at hand. They relate to matters incidental to the conduct of the meeting.					
1) Appeal a decision of the chair	I appeal the chair's decision.	YES	YES	YES	MAJORITY
2) Suspend the rules	I move to suspend the rules and....	NO	YES	NO	TWO THIRDS
3) Point of order	I rise to a point of order.	YES	NO	NO	Decided by presiding officer
4) Raise a question relating to procedure.	I rise to a parliamentary inquiry.	YES	NO	NO	Decided by presiding officer
5) Withdrawal of a motion	I move to withdraw my motion.	YES	NO	NO	MAJORITY
6) Separate a multi-part question for voting purposes	I move division on the question.	NO	NO	NO	MAJORITY

*Can be amended.

**Debatable if no other motion is pending.

Note: General consent is a way of saving time by avoiding votes on routine or non controversial matters. After a motion has been moved and seconded the presiding officer may ask if there are any objections. If anyone objects, a vote must be taken on the action. If there are no objections, the matter has been decided by general consent. The presiding officer may also propose actions by general consent without any motion. If anyone immediately objects, the question must be stated and voted on in the usual way.

Reserved for future updates.

2023 ADVOCACY COMMITTEE

ADVOCACY COMMITTEE REPORTING FORM

For Board Mtg September 14, 2023

1. Response to the KAFP BOD Request
 - a. AAFP Value Based Payment Workgroup Formation
2. Committees Action Items to the KAFP BOD
 - AAFP Toolkit PCI now available
 - SEF Meeting
 - SEF Resolutions
 - Vaccine Workgroup and Social Media
 - Speak Out FMAS issues
3. Current Plans
 - Meeting with Sen. Meredith re PCI, healthcare
 - Monitoring pre-filed bills
 - Monitoring enactment of 2023 bills
 - Medical Marijuana
 - SB94 Removal of CAPA CS/ APRN
 - HB150 Transgender legislation
4. Future Plans/ Goals
 - Attendance at COD October
 - Submitted Resolutions (see attached) and gather feedback
 - Plan to continue interaction with Ky Legislators on regular basis
 - DPC Pilot
 - Strategies for upcoming session
 - Advocacy Day planning

<https://www.aafp.org/about/congress-delegates/2023/2023-resolutions.html>

Resolutions

Res (California A) - Medicaid for Individuals Experiencing Incarceration

Res (California B) - Support for Over-the-Counter Application for Misoprostol

Res (California C) - Support for Over-the-Counter Application for Ulipristal Acetate (EllaTM)

Res (California D) - Stand with our Patients, Prevent Criminalization for Pregnancy Outcomes

Res (Michigan E) - Promoting and Increasing Native American Representation in Family Medicine at All Levels

Res (Michigan F) - Firearm Regulation for Persons Convicted of Violent Offenses

Res (Michigan G) - Formation of a National Bureau for Firearm Injury Prevention

Res (Michigan H) - Adverse and Positive Childhood

Res (New York F) - Support for OTC Ulipristal Acetate (ELLA)

Res (New York G) - Terminate ACO-REACH Program

Res (New York H) - Rosewood

Res (New York I) - Ensuring Access to Reproductive Health Services Medications

Res (New York J) - Develop

Res (California E) - Keep Family Physicians Safe from Legal Action When Attending AAFP National Meetings

Res (Colorado A) - Supporting Family Physicians in Practicing Prenatal Care Without Deliveries

Res (Colorado B) - Action to Address Gun Violence

Res (Colorado C) - Reducing Healthcare Greenhouse Gas Emissions by Promoting the HHS Health-Sector Pledge

Experience Surveys

Res (Minnesota A) - Recognizing Access to Civil Legal Aid Services as a Social Determinant of Health

Res (Mississippi A) - Requiring Government Agencies to Contract Only with Not-for-Profit Insurance Companies

Res (Mississippi B) - Requiring Payments for Physicians Signatures

Res (Mississippi C) - Ethical

Physician Education Materials About Self-Managed Abortion

Res (North Carolina A) - Update AAFP Policy on Long-Term Care for Older and Disabled Persons

Res (Ohio A) - Advocacy for Removing Race as a Factor in Clinical Decision Support Tools

Res (Oregon A) - Political Determinants of Health

Res (Oregon B) - Supporting Legislation to

Res (Georgia A)
- Promoting
Advocacy for
Family
Medicine
Residents

Res (Georgia B)
- Promoting
Payment for
Vaccines
Regardless of
Setting

Res (Hawaii A)
- Support for
More
Sustainable
After-Hours
Care Models

Res (Hawaii B) -
Addressing
Licensing Fee
Parity for
Allopathic and
Osteopathic
Physicians

Res
(Massachusetts
A) - Increasing
Family
Physician

Pricing
Procedures
that Protect
Insured
Patients

Res (Missouri
A) - AAFP
Collection of
Chapter PAC
Donations with
Dues Invoices

Res (Missouri
B) -
Comprehensive
Reproductive
Healthcare
Education

Res (New
Mexico B) -
Addressing
Anti-Fat Bias in
Healthcare

Res (New York
A) -
Compensation
for Non-Visit
Care

Res (New York
B) - Support
Fertility Care

Alleviate the
Burden of
Diaper Need
for Needy
Families with
Young
Children

Res (Oregon
C) - Suicide
Prevention
Training for
Clinician and
Healthcare
Practitioners

Res (Rhode
Island A) - A
Better
Approach to
Managing
Pediatric
Obesity

Res (Virginia
A) -
Addressing
Patient Safety
Risk &
Healthcare
Dollar Waste
through
Regulation of
Pharmacy

Awareness and Education on Healthcare Systems and System Reform

Res (Michigan A) - Timely Filing of Medical Claims

Res (Michigan B) - Independent, Solo, and Small Group Equity in Value-Based Payments

Res (Michigan C) - Family Physicians Should Be Paid for Valuable Activities

Res (Michigan D) - Simplification and Real-Time Adjudication of Claims

Education in Family Medicine

Res (New York C) - Eliminating "Primary Care for All" as an Option for a National Health Plan to be Supported by the American Academy of Family Physicians (AAFP)

Res (New York D) - Race Based Medicine

Res (New York E) - Resolutions by the National Conference of Constituency Leaders

Automatic Refill Programs

Res (Washington B) - Promoting Climate Health Through Dry Powder Inhaler Use

Res (Washington C) - Doula Access Is Essential for Equity in Pregnancy Care

Res (Washington D) - Increasing Research and Access to Methadone for Opioid Use Disorder

Res (Washington E) - Support

Research on
the Capability
and
Limitations of
Extreme Risk
Laws

COMMUNICATION/MEMBERSHIP COMMITTEE

Committee Member that prepared report: Steve Wrightson, MD

Date 09/14/2023 1st Quarter 2nd Quarter 3rd Quarter 4th Quarter

1. Response to the KAFP BOD Request:

None

2. Committees Action Items to the KAFP BOD:

Dr. Ashley Iles will be spearheading the Fall journal. Some of the contributions, such as the Foundation article, will be provided after the Fall meeting.

Dr. William Crump reported that a book he and his students have been working on, Pathways to Patients: Students seeking meaning, has been published. Some of the student essays have appeared in the KAFP Journal in the past.

Dr. Crump also states that the Program Director at Madisonville, Hunter Davis, has launched a curriculum for scholarly writing for the residency program. He anticipates this will continue to be a way for the residents to contribute to the KAFP Journal in the future.

Dr. Tonya Shea has decided to give up her role as social media chair.

KAFP Website has been updated.

3. Current Plans:

No new plans

4. Future Plans/Goals:

Seek out new contributors and reviewers.

We are considering another Humanities issue for next year as there seems to be some interest from the KAFP members. This will likely be in the Fall, 2024.

EDUCATION COMMITTEE REPORTING FORM

Report prepared by the Chair: Monica Sullivan, MD, FAAFP

Date: September 1, 2023

1st Quarter 2nd Quarter 3rd Quarter 4th Quarter

Response to the KAFP BOD Request:

1. Nothing New

Committees Action Items to the KAFP BOD:

1. Annual Meeting:
 - Keep CME-Lots of Credits
 - Every 3 Years KBML Requirements
Pedi Head Trauma
Domestic Violence
HB1
 - 2023 Annual Meeting: 54 Registered for Meeting; 10 Exhibitors including Jedi; 67 pre-registered for KAFP Farm Party (56 Adults & 11 Kids)
 - Dates for 2024 KAFP annual Meeting

Current Plans:

1. Evaluate the 2023 Annual Meeting

Future Plans/Goals:

1. Provide excellent educational CME to our members while also meeting requirements of KBML License requirements.
2. Attract students/residents by providing panels & education geared toward their stage in training.

2023 JEDI COMMITTEE REPORTING FORM

Report prepared by the Chair: Syed Naseeruddin, MD

Date: September 1, 2024

1st Quarter 2nd Quarter 3rd Quarter 4th Quarter

Response to the KAFP BOD Request:

1. A preliminary review of the bylaws of the KAFP has been completed. Numerous references to gender will need to be updated to be gender-neutral. Other inconsistencies in terms of service have been identified. A review of the policies still needs to be conducted; several items within the bylaws have been identified as having to be more appropriately in the policies. Further reviews will be completed throughout the next quarter and the intent is to have a finalized updated version of the bylaws to be voted on at the annual meeting in September. Changes to the policies will be presented at the next board meeting for a vote to be taken.
2. Several sources of educational material regarding diverse populations have been identified. These include LGBTQ changes in policy by the Kentucky Gen. assembly. The committee feels that the membership would benefit from education on gender diversity as well as transgender healthcare and LGBTQIA healthcare. The mission of this committee includes bringing light to issues that our diverse patients are facing and providing resources for education.
3. NCCL delegates were chosen at the end of last year, however due to personal reasons, several delegates were unable to attend and replacements were recruited at the last minute. The committee as well as the board should be expecting some reports from the attendees on issues of interest that the state should consider addressing.

Committees Action Items to the KAFP BOD:

1. The Committee requests that the BOD entertain and advise on what avenues can be used to provide education/CME to update members on JEDI committee findings and recommendations. A survey of new physicians that was conducted by the AAFP found that the leading issue in which the Academy **failed** the new physicians was the **provision of education on LGBTQIA healthcare**.
2. The committee requests that the **Membership Committee** investigate recruiting and selecting diverse members to complement our delegation to NCCL in 2024.
3. Committee recommends that **at least one** member of the JEDI committee be assigned to each of the remaining committees in the state to help provide a viewpoint through the optics of diversity.

Current Plans:

1. Review bylaws and policies to be inclusive. **Completed**
2. Review status of annual meeting to address disabilities. **Completed**
3. Develop some guidelines to be considerate of religion diversity.

Future Plans/Goals:

1. Same as above

KAFP FOUNDATION REPORT

Report prepared by the President KAFPF: Nancy Swikert, MD

Date: September 1, 2023

1. Response to the KAFP FOUNDATION BOD Request:

- Thanks to Dr. Syed for nominating the Fleet Award and congrats to Dr. Rossi!

2. Committees Action Items to the KAFP FOUNDATION BOD:

- Thanks all that brought items for the auction
- Each year the board decides to either transfer funds from KAFP to make KAFPF whole or transfer funds from the investment account. We have not ever transferred any funds from the investment account.

3. Current Plans:

- Sherry's Resident and Student Activity Report attached.

4. Future Plans/Goals:

- Continue philanthropy efforts.

July-Sept. 2023 Student Board Report

- I had two Zoom meetings with all the FMIG leaders promoting the National Conference to see if I could help in any way.
- We had 22 students signed up for the National Conference but only 19 total students attended. One student was afraid her car wouldn't make it. The other two last-minute problems arise.
- This year the exhibit rows were by region and we had five exhibitors for KY Row. The University of Louisville had to cancel last minute. I wish we had more exhibitors so we could move closer to the front line. You have to have 8 to be a large exhibit. Also, Ohio and Indiana were in the mid-west section so that was different. I do have two exhibitors that were recruiters who would like to be included next year. I hope this makes us a large group.
- The flags for the KY Row that have a horse and say Kentucky Family Medicine for each residency to display were a nice addition. It is a clip-on flag that can be seen from a distance. This worked well and the exhibitors liked it.



- 8 students received the AAFP 12 received the KAFP scholarship. A few students were on the alternate list and received the AAFP scholarship last minute so I voided those checks.
- I stayed in contact with the students by email about the conference. They were all so excited about the event. I am going to email them with what they thought was best about it and what we can do to improve it.
- We did change dinner to a lunch box meeting. I think it went well but I was hoping for more interaction with the KY booth representatives. But I will say that all the students who went came by the booth several times and talked to all the exhibitors. Cost about \$815.00 which is lower than the dinner meetings at approximately \$1700.
- I was asked to speak at UK FMIG and U of L FMIG later in the year about the conference and I will be going with Dr. Rossi in September to UK's FMIG
- U of L FMIG reached out to me to provide some insight on how to recruit at the club fair for U of L. I gave them the idea of making a poster so students could

see what all FM is about. I also gave them some statistics and ways students could get loans paid back if they go into Family Medicine.

- KYCOM students asked me to come speak to their group. I plan on going in person. I just think that is the best way to answer questions and get to know students better.
- KYCOM is also interested in doing the Vaping program as their project and I will be working with them to get connections for them. The schools love it and I think the students do too. I will be going to KYCOM in August for an AHEC fair and will stop by the schools on the way to ask to get students from KYCOM to talk about vaping.
- Several students from UK asked me about the KAFP and paying for the IGNITE conference in Chicago this Fall. I fixed a flyer about how they could get their registration paid for by the KAFP at \$100 a person. Only those who attended the National Conference will be able to apply. I will follow up with them in September.
- I have asked the students to tell me what they liked best about the conference and also how the KAFP can help the conference be better for them. One student sent an email about the conference and stated “

“I wanted to send a quick follow-up email regarding the AAFP National Conference. First, thank you so much for the opportunity to attend. I feel that it was an invaluable experience and will truly assist in my application process this year. Overall, the exhibition hall was a huge benefit. There is no other way that I would have had exposure to that many family medicine programs across the country. It was especially helpful to meet with representatives from the KY residency programs. I also had the chance to attend several lectures regarding various clinical topics. I really appreciated the numerous lecture options available, allowing me to choose the topics I wanted to learn about the most. If I had more time, I would have taken the opportunity to attend the procedures sessions as well. “In terms of the KAFP side of the conference, it was extremely helpful to have your correspondence prior to and during the conference. The AAFP website and resources can be confusing at times, so having your guidance and instruction was fantastic. The KY lunch on Friday was a great opportunity to meet other medical students across KY and gain insight into their unique experiences. If possible, it would have been fun to have residents from KY programs available during lunch to speak with, but I understand that they have very busy days during the conference.”